



**U.S. DEPARTMENT OF EDUCATION**

# ***EDFacts* Submission System (ESS) User Guide**

**Version 11.2**

**September 2015**

This document was produced under U.S. Department of Education Contract No. ED-PEP-14-O-5013 with Applied Engineering Management Corporation. Brandon Scott served as the contracting officer's representative. No official endorsement by the U.S. Department of Education of any product, commodity, service or enterprise mentioned in this publication is intended or should be inferred.

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**September 2015**

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## DOCUMENT CONTROL

### DOCUMENT INFORMATION

<b>Title:</b>	EDFacts Submission System (ESS) User Guide
<b>Revision:</b>	Version 11.2
<b>Issue Date:</b>	September 2015
<b>Security Level:</b>	Unclassified
<b>Filename:</b>	ESS User Guide 11.2

### DOCUMENT HISTORY

Version Number	Responsible Individual	Date	Summary of Change
1.0 – 11.1	ETSS I		Versions 1.0 through 11.0 were used for ESS releases prior to release 11.1.
11.2	Christy Foley	September 2015	Updated for release 11.2

### RELEASE AUTHORIZATION

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## PREFACE

This User Guide provides assistance to new users of the EDFacts Submission System (ESS). It addresses the basic mechanics of system access and data submission. The Figures in this document use screen prints of the ESS to depict step-by-step instructions for ESS users.

This guide will be updated annually and when major system modifications affect user procedures.

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## 1 INTRODUCTION

*EDFacts* is a collaborative effort among the U.S. Department of Education (ED), State Education Agencies (SEAs), and industry partners to improve the quality and timeliness of education information. *EDFacts* is the foundation and primary collection system for elementary and secondary education data, and a centralized information management tool for ED and SEAs. By centralizing ED's data collection and business intelligence capabilities within one repository, *EDFacts* brings a new level of coordination and efficiency among Program Offices within ED, and reduces the burden put upon states to report data to ED.

### 1.1 Purpose

The purpose of this User Guide is to provide assistance to users accessing and using the *EDFacts* Submission System (ESS). This guide addresses the basic mechanics of system access and transmission submission. Each chapter describes a function of the system: Getting Started; Navigating the ESS; Transmitting Data; Checking Transmission Status; Accessing Error Reports and Progress Reports; Viewing Data; Locating Data Requirements; and Changing Passwords. Throughout the document, bold italics indicate actions a user can take (e.g., a navigation hyperlink or button).

### 1.2 EDFacts Coordinators and Other System Users

**EDFacts Coordinators:** Each SEA designates one staff member to serve as the *EDFacts* Coordinator. The *EDFacts* Coordinator is the official contact for ED and is responsible for submitting the State Submission Plan. The *EDFacts* Coordinator is responsible for ensuring that the *EDFacts* files are submitted, that errors are corrected, and that files are approved for submission to the *EDFacts* Data Repository.

**SEA EDFacts Submitters:** The *EDFacts* Coordinator may designate other SEA staff or contractors to serve as SEA submitters. These are usually programmers or contractors, who have the knowledge needed to extract the data from existing state systems, input the data into the *EDFacts* file formats, submit the data, and answer questions or address programming issues that arise in the submission of the data. The *EDFacts* Coordinator may also serve as one of the SEA Submitters.

Status e-mail reports are sent to the SEA Submitter who transmitted the file. Either the responsible SEA Submitter or the *EDFacts* Coordinator may respond to the requests for SEA action on errors or warnings.

The Partner Support Center (PSC) will maintain the list of *EDFacts* Coordinators and SEA Submitters (including contact information and login IDs) and update the list when notified of changes by the SEA.

### 1.3 ESS Disclaimer

The ESS is a United States Government computer system operated and maintained by the U.S. Department of Education, which encourages its use by staff, researchers and contractors. Activity on this system is subject to monitoring in the course of systems administration and to protect the system from unauthorized use. Users are further advised that they have no expectation of privacy while using this system or in any material on this system. Unauthorized use of this system is a violation of federal law and can be punished with fines and imprisonment (P.L. 99-474). Anyone using this system expressly consents to such monitoring and acknowledges that unauthorized use may be reported to the proper authorities.



## 2 GETTING STARTED

Users can access the ESS through the Internet at <http://www.ed.gov/edfacts>. The ESS also can be accessed directly using the following URL:  
<https://eden.ed.gov/EDENPortal/>.

### 2.1 Obtaining User Access

The ESS is a secure site and requires a User ID and Password to gain access to the functions described in this User Guide. If you do not have a User ID and Password, please contact the EDFacts Partner Support Center (see section 2.2 below).

### 2.2 Partner Support Center

To assist states with data submission, analysis, and reporting, ED provides a dedicated PSC. Comprehensive user support ensures that the EDFacts user community understands the system and is able to use its functionality to its fullest extent. PSC's mission is to provide accurate, timely information to SEAs in a courteous, knowledgeable, and professional manner. PSC also distributes e-mail announcements on system shut downs, reminders of due dates, and technical hints. SEA staff members that use ESS automatically receive these e-mails.

The PSC is available for questions between 8:00 a.m. – 6:00 p.m. Eastern Time (ET). The PSC contact information is as follows:

Telephone: 877-457-3336 (877-HLP-EDEN)  
Fax: 888-329-3336 (888-FAX-EDEN)  
TTY/TDD: 888-403-3336 (888-403-EDEN)  
E-mail: [eden\\_SS@ed.gov](mailto:eden_SS@ed.gov)  
Web: [www.ed.gov/edfacts/support.html](http://www.ed.gov/edfacts/support.html)

### 2.3 Other EDFacts Resources

In addition to this user guide, the following documents are available to assist SEAs in submitting data through ESS. All the documents listed below are available on the EDFacts Web site – <http://www.ed.gov/edfacts>.

**EDFacts Support** – The link to EDFacts Support “User Support” takes users to PSC Self-Service Center in EDFacts Community site. EDFacts Community is designed to provide additional resources related to the support and effective use of EDFacts for state users. Content includes:

- **PSC Support Updates:** Lists current and past issues from the weekly broadcast to states on how to effectively use EDFacts and understand related changes.

- **PSC Videos / Webinars:** Contains links to recent Webinar recordings and presentation files from PSC training sessions conducted for states.
- **EDFacts Meeting Archive:** Includes meeting materials from EDFacts Coordinators Meeting that are held by U.S. Department of Education once a year.
- **Meet the PSC:** The Partner Support team

**EDFacts Workbook** – These documents provides information on how to submit files through ESS into EDFacts. The workbook assumes a basic understanding of the EDFacts data framework.

**ESS Release Notes** – These documents provide a description of the technical enhancements to each version of ESS.

**ESS File Specifications** – These documents provide technical instructions for building the files that are submitted through ESS. File specifications apply to a specific school year. XML validation schemas (.xsd) and style sheets (.xsl) are also available.

**EDFacts Business Rules Guide** – Starting with SY 2008-09, these are spreadsheets listing all of the business rules that ESS uses to check the quality of data submitted to the system. A PDF introductory guide accompanies the spreadsheet. The Business Rules Guides (BRG) for SY 2007-08 is a PDF document. Only the BRG for submission years that are currently active are available on this web site. As a submission year is closed, the BRG is archived and the link is removed from the web site.

**EDFacts FAQs** – This document lists answers to frequently asked questions (FAQs) by newer users.

In addition to these online documents, the following tools are available upon request from PSC (contact information above):

**PSC File Format Checker** (PSC Internal Tool) – This tool can be installed locally and states can use it to check for non-XML format errors prior to attempting to submit to ESS.

**EDFacts Community** – Joining the EDFacts Community site allows coordinators to participate in valuable conversations with peers, browse key discussions from the past, access or upload relevant resources to an open-source library, and engage in a number of other features made available on the site.

You can visit the EDFacts Community at <https://edfacts.grads360.org>. If you are not yet a member, you can request access by e-mailing your full name and affiliation to [accounts@grads360.org](mailto:accounts@grads360.org). In your e-mail, be sure to specify that you would like to join the EDFacts Community.

## 2.4 Transmittal vs. Submission

The terms transmittal and submission are used throughout ESS and this document. In short, the difference between transmittals and submissions is that a submission refers to data from ALL educational units whereas a transmission refers to data from one or more educational units. For example, a transmittal may contain one local education agency's (LEA's) Membership data. The Membership submission contains all of the Membership data sent in for all LEAs in the state, regardless of how many files have been sent. At the SEA level, the two terms will mean the same thing.

### 3 NAVIGATING THE ESS

Access the ESS from the “Welcome to EDFacts” home page <https://eden.ed.gov/EDENPortal/>. The EDFacts Welcome page (Figure 3-1) contains three major sections:

- ▶ An **Account Login** section on the left side panel. See below for additional information.
- ▶ A hyperlink to the **Department of Education Home** page. Clicking on the U.S. Department of Education (ED) link on the upper left-hand corner of the page opens the ED Web site in the application window.
- ▶ A hyperlink to the **Paperwork Burden Statement**. The Paperwork Burden Statement will display by clicking on those words at the bottom of the page.

There is also a hyperlink labeled **Disclaimer** on the right side of the green border below the Welcome to EDFacts banner that will open a pop-up window that displays some important user information regarding accessing EDFacts. Any time another URL is accessed from EDFacts, click the back key on the browser to return to the EDFacts application.

Figure 3-1: EDFacts Welcome Page

U.S. Department of Education  
Promoting educational excellence for all Americans.

EDEN  
Education Data Exchange Network Submission System

Welcome to EDEN

Disclaimer

**Account Login**  
User ID:  
Password:  
[Sign-In](#)

**Welcome to EDEN**  
Welcome to the Education Data Exchange Network (EDEN) Submission System. The EDEN Submission System is designed to provide SEAs and the Federal government the capacity to transfer and analyze information about education programs.

**Department of Education Warning**  
This is a United States Government computer system operated and maintained by the U.S. Department of Education which encourages its use by staff, researchers and contractors.  
Activity on this system is subject to monitoring in the course of systems administration and to protect the system from unauthorized use. Users are further advised that they have no expectation of privacy while using this system or in any material on this system. Unauthorized use of this system is a violation of federal law and can be punished with fines and imprisonment (P.L. 99-474).  
Anyone using this system expressly consents to such monitoring and acknowledges that unauthorized use may be reported to the proper authorities.

[Paperwork Burden Statement](#)

#### 3.1 Logging in to ESS

To use the EDFacts application, users must log in at the left side of the screen. Enter your *User ID* and *Password* in the appropriate fields and click the **Sign In** hyperlink. Note that the *Password* is case sensitive.

## 3.2 Logging out of ESS

When finished using the application, close the browser or click on the **Logoff** link at the top right of any page, except a pop-up.

## 3.3 Description of Functions

With successful logon, the *EDFacts Home* page is displayed. The left side of the page changes to a navigation bar, which includes hyperlinks to functions of the application called sub-applications. These sub-applications include the following:

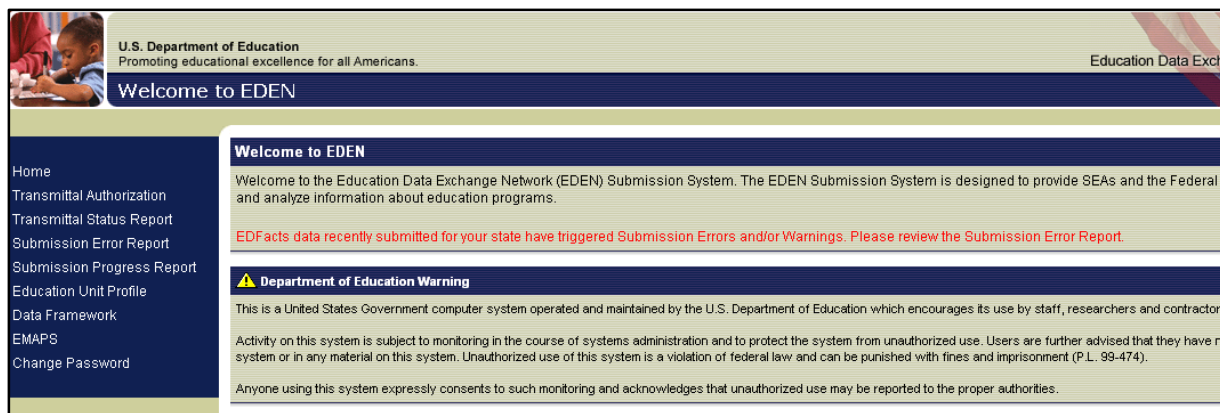
- ▶ **Transmittal Authorization:** This sub-application allows you to upload files into ESS. See chapter 4 for information about transmitting data.
- ▶ **Transmittal Status Report:** This sub-application is a report tool that allows you to view the status of each transmittal and the errors associated with each transmittal, and export the error report to Excel. See chapter 5 for information about checking transmittal status.
- ▶ **Submission Error Report:** This sub-application is a report tool to allow you to view any submission errors for the data submitted for the selected school year, starting with SY2007-08. See chapter 6 for information about viewing submission errors.
- ▶ **Submission Progress Report:** This sub-application is a report tool to allow you to view where you are in the yearly submission process, as well as data submitted as part of that submission. You can view the submission status by state, LEA, or school level. See chapter 7 for information about viewing your submission progress.
- ▶ **Education Unit Profile:** This sub-application allows you view and verify your data by state, LEA, or school. See chapter 8 for information about viewing your data.
- ▶ **Data Framework:** This sub-application provides access to view the ESS data requirements including: data groups and definitions; category sets associated with table data elements; and permitted code values associated with categories or applicable data elements. This area also provides a direct link to file specifications documents associated with the EDFacts Submission System (ESS). See chapter 9 for information about accessing the data framework.
- ▶ **Change Password:** This area allows you to change your password as needed. See chapter 10 for information about changing your password.

To access a sub-application, click on the appropriate hyperlink on the navigation bar. The navigation bar is displayed on almost all the pages in the application, enabling you to access another sub-application from virtually anywhere within EDFacts.

## 3.4 ESS Application Navigation Tips

A highlighted hyperlink indicates which section is being displayed. **Home** is highlighted signaling that the *EDFacts Home* page is being displayed, as shown in Figure 3-2.

**Figure 3-2: EDFacts Home Page**



### 3.4.1 Navigation Bar

The navigation bar on the left side of the page contains hyperlinks to the sub-applications.

There are three additional sub-applications that appear on the navigation bar for some users. These sub-applications are hyperlinks to the **Consolidated State Performance Report (CSPR) Parts I and II**, **EDFacts Metadata and Process System (EMAPS)**, and **Formula Grant Electronic Application System for Indian Education (EASIE) Parts I and II**. These sub-applications appear on the left side navigation bar only if a user has access to them. Please refer to the getting started documents for each individual sub-application for instructions on how to use each function.

### 3.4.2 Text Highlighting

Any text on a page that can be highlighted or underlined by positioning the cursor over it will perform some action once clicked. For example, a column heading on a report that can be highlighted indicates that a sort can be performed on the data in that column.

### 3.4.3 GO Hyperlinks

When highlighted and clicked, **GO** hyperlinks will initiate report filters or invoke the display of supplemental reports.

### 3.4.4 Back Function

When reports are displayed in additional windows (pop-up windows), use the **Back** function, to move to a previous window in the pop-up frame. If there is no **Back** function provided, right click, and then use the **Back** function to move back to a previous window in the pop-up frame.

### 3.4.5 Report Filters

Several report filters are offered. For the Transmission Status Reports, the Submission Date, Transmittal Status, School Year, and/or a File Specification may be used to define report content. For the Submission Progress Report and the Education Unit Profile, specifying a School Year (SY) and Educational Level (SEA, LEA or school) are required to the display the reports.

## 4 TRANSMITTING DATA: TRANSMISSION AUTHORIZATION

Data enter the ESS through transmission files.<sup>1</sup> Uploading a transmission file is accomplished by clicking **Transmission Authorization** on the navigation bar, which displays the *Transmission Authorization* page (Figure 4-1).

### 4.1 Transmission Authorization

Once the *Transmission Authorization* page is displayed, follow the steps below to load a transmission file into the EDFacts application.

1. Type the full path of the file (including the file extension), or Click on the **Browse** button to display a Windows dialog box through which a transmission file can be selected.
2. If the **Browse** function is used, highlight the desired file and click the **Open** button in the dialog box.
3. The Transmission Authorization field will display the path of the selected file.
4. Click on the **Upload File** hyperlink to load the transmission file into the application.

Figure 4-1: Transmission Authorization

U.S. Department of Education  
Promoting educational excellence for all Americans.

EDEN  
Education Data Exchange Network Submission System

Welcome to EDEN

Disclaimer Log

### Transmission Authorization

Instructions:

- To select the file you wish to upload click the Browse button, locate the file, click Open.
- To begin the file transfer process, click the **Upload File** hyperlink link.

File Upload/Transfer times vary (Depends on the file size and connection speed)

Enter Filename:  Browse...

Click "Browse" to select a file to upload

[Upload File](#)

### Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1880-0541. The time required to complete this information collection is estimated to average 180 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this data, please write directly to: Patrick Sherrill, U.S. Department of Education, 600 Independence Avenue, S.W., 8C103, FB-6, Washington, D.C. 20202-0600.

While the file is uploading, a progress status box is displayed. Once the progress percentage is 100 percent the file transfer is complete. The progress box can be closed by clicking the ☒ button in the upper right corner or by clicking on the box labeled **Close this window when submission is complete**. When the file transfer is complete the following message will appear on the transmission page under **Upload File**: *"The file upload was successful. You will receive an e-mail within 24 hours with the status of the file submission."*

<sup>1</sup> The layout and content of transmission files are defined by file specifications. See chapter 9 for more information about file specifications.



You may then submit another file, go to another function in the system, or leave the ESS.

## 4.2 File Size and Other Performance Related Topics

Performance testing on the ESS has shown that the ESS can successfully process a file of 300 megabytes. However, the EDFacts Portal is a shared environment where processing resources are often used by more than one SEA. This can result in the system being slow. To help manage burden, SEAs must submit files individually. Submitting outside the peak time of 8 AM to 5 PM Eastern Time is also helpful. Files can be submitted over the weekend. However, the system is down for some period of time on most Sundays for routine maintenance.

File processing time is also affected by validation checks. For most files, a series of validation checks occur after the entire file is read into the EDFacts system. The records are then grouped according to their LEA and then their school. At this point, validation proceeds through each education unit (LEA or school). The validation checks to make sure that grand totals and subtotals are present and that they are greater than or equal to their respective subtotals.

The EDFacts files can be quite large. File size can also affect processing time. While ED has upgraded the ESS to handle much larger files, local internet bandwidth bottlenecks can present problems when submitting very large files. To expedite file processing, files can be compressed or split into several smaller files. These solutions are discussed below.

### 4.2.1 Compressing Large Files

The ESS recognizes files compressed with the Zip data compression algorithm. The ESS accepts Zip files and automatically extracts (i.e., decompresses) the file.

Plain text files, like the EDFACTS files, are amenable to Zip file (\*.ZIP) compression. File size reductions of 50 to 95% are common with text files. There are a variety of commercial and free file compression utilities that create Zip files.

To be recognized as Zip files compressed files must have the .zip extension when uploaded to the ESS. The file name included in the Header Record (or FILETRANSMIT object if XML) must have the extension appropriate to the format of the uncompressed file.

### 4.2.2 Splitting Large Files

If compression is insufficient to improve transmission performance or it is not available, an alternative is to split large files into smaller files. A file must be split at an entity's (school or LEA) boundary; the data for a single education unit must not be split between files. For example, an SEA may submit two files with school-level membership data, perhaps one with one school to test the format and a second file with all the other schools. The system will combine the data from the two files. However, the system

cannot combine a file that contains some of the membership data for a school and a second file that contained the rest of the membership data for the same school. The second file's data for that school will overwrite the first file's data for that school.

Each of the resulting split files must be properly formatted according to the file specification. Each file must have a unique File ID and File Name. Each non-XML file must have a Header Record with the correct record count for the individual file. Each XML file must be a valid XML document with valid FILETRANSMISSION start and end tags.

### 4.3 Transmission Notifications

There are three types of transmission notification e-mails that are sent to the EDFacts Coordinator:

1. When a file is successfully transmitted, an e-mail is sent to the EDFacts Coordinator indicating the submitted file was received. After receipt of the e-mail, verify the status of the file through the Transmittal Status Report in the ESS (see chapter 5).
2. Once the transmission is processed, the state will receive an e-mail notification of the processing results.
3. If there is an error in the file submission process, the EDFacts coordinator will receive an email detailing the issue.

**NOTE:** It is possible that a “received” e-mail may be received after a “processing results” e-mail. This may happen with smaller files that process quickly.

## 5 CHECKING TRANSMITTAL STATUS

The *Transmittal Status Report* allows you to check the success or failure of a transmittal and view additional information about transmittal errors and warnings.

To access the *Transmittal Status Report*, click on the ***Transmittal Status Report*** hyperlink on the Navigation Bar (Figure 5-1). Initially, all transmittals are listed in a table on the lower portion of the page. The table displays the File Identifier, Transmittal File Name, Submission Date, File Type, File Specification Number, Transmittal Status, and Last Action Date for each transmittal. Note: The File Identifier comes from the header row of your file. If you see “Undetermined” in the File Identifier column, it means that the system was unable to parse the header.

Figure 5-1: Transmittal Status Reports

The screenshot shows the 'Transmittal Status Report' page. At the top, there's a header with the U.S. Department of Education logo and 'EDEN Education Data Exchange Network Submission System'. A navigation bar on the left lists various reports. The main content area has a 'Transmittal Status Report' section with instructions and a filter section. The filter section includes a date picker for 'On or after this date' (set to 09/20/2009), a dropdown for 'Containing the following' (set to 'Show ALL'), and dropdowns for 'For School Year' (set to 'ALL SCHOOL YEARS') and 'For File Specification' (set to 'All File Specifications'). A 'GO' button is present. Below the filter section is a table of transmittals with columns: File Identifier, Transmittal File Name, Submission Date, File Type, File Spec., Transmittal Status, Last Action Date, and a 'Select file(s) to archive' column. The table contains four rows of data, all with 'Validation Error' status.

File Identifier	Transmittal File Name	Submission Date	File Type	File Spec.	Transmittal Status	Last Action Date	Select file(s) to archive
X000544	12/23/09 11:29 NMSCHSTATAYP2009V01.csv	Dec 23 2009 2:40PM	SCHOOL AYP STATUS	N103 - Accountability	Transmittal OK	Dec 23 2009 2:44PM	See Data GO
X000544	12/23/09 11:29 NMSCHSTATAYP2009V01.csv	Dec 23 2009 2:05PM	SCHOOL AYP STATUS	N103 - Accountability	Validation Error	Dec 23 2009 2:06PM	Validation Error GO
X000544	12/23/09 11:29 NMSCHSTATAYP2009V01.csv	Dec 23 2009 2:01PM	SCHOOL AYP STATUS	N103 - Accountability	Validation Error	Dec 23 2009 2:03PM	Validation Error GO
X000544	12/23/09 11:29 NMSCHSTATAYP2009V01.csv	Dec 23 2009 1:46PM	SCHOOL AYP STATUS	N103 - Accountability	Validation Error	Dec 23 2009 1:49PM	Validation Error GO

The *Transmittal Status Report* page is divided into three parts. The transmittal status appears at the lower portion of the page. If you do not see it, scroll down. In the upper part of the report are the tools to filter which transmittals appear in the report and to download the report to Excel. The sections that follow describe how to navigate the report and the functions available to the user.

## 5.1 Report Navigation

This section describes how to navigate within the *Transmittal Status Report*.

### 5.1.1 Page Navigation

There are two ways to navigate a multi-page list of transmittals. Both use the navigation buttons on the report navigation bar. The report navigation bar is located at the top of the page between the list functions (**Show All Files**, **Archive Selected Files**, etc.) and the report column headings. A second report navigation bar is located at the bottom of the page.

On the left side of the navigation bar, **FIRST** and **LAST** buttons are available. On the right side of the report navigation bar, **PREV** and **NEXT** buttons are available. If the button is enabled, it will be green. If it is not enabled, it will be gray, meaning there is no **NEXT** or **PREV** page. If both buttons are grey, there is only a single page for the report. The **FIRST** button is not enabled if the first page of the report is being displayed; the **LAST** button is not enabled if the last page of the report is being displayed. These buttons will display the first or last page in the report as appropriate.

The second way to navigate within the list of transmittals is to use the **Go To Page** feature. With multiple pages, in the middle of the navigation bar is a number with a drop-down list indicating which page of the report is being displayed. Using the drop-down will display the total number of pages in the report. Select any specific page number in the report by highlighting and clicking a page number, then clicking the **Go To Page** hyperlink to the left of the page number.

### 5.1.2 Sorting the Transmittal Status Report

The column headings in the Transmittal Status Report are self-explanatory. Column headings are highlighted when the cursor is placed over them. When a highlighted column heading is clicked, the data in the column are sorted. A second click reverses the sort order.

## 5.2 Report Functions

### 5.2.1 Download to Excel

To download the report data to an Excel workbook, click on the inverted triangle to the right of the calendar. The triangle is labeled with the words **Download Excel Spreadsheet**. If the data in the report has been filtered, the Excel spreadsheet will only contain the filtered data shown on that page.

## 5.2.2 Filter Reports

When accessing the Transmittal Status Report, the transmittals included in the report can be filtered by Submission Date and/or Transmittal Status. To filter the transmittals into more manageable groups, use the **Filter Transmittals** section at the upper-right side of the page.

- Filtering by date will display only those transmittals submitted from the selected date forward. To filter by date, enter a date, or select one from the calendar.
- Filtering by school year limits the list of transmittals to only those submitted for a particular school year. To filter by school year, select a school year from the drop-down list.
- Filtering by transmittal status limits the list of transmittals to only those with a specific transmittal status. To filter by status, select a specific transmission status from the drop-down list (Figure 5.2). See section 5.3.1 for definitions and functions associated with specific statuses.
- Filtering by file specification will display files by file number, at every level a given file was submitted. Filtering by file specification is no longer a drop down menu. There is now a list box that users may scroll through. Multiple file specifications can be chosen. In order to select multiple file specifications hold the “Control” Key while making selections. This filter can be combined with any of the other three filters. Please see Figure 5-2 for the functionality.

Figure 5-2

The screenshot shows the 'Filter Transmittals' form. It includes the following sections:

- Show only those transmittals:**
  - On or after this date:
  - AND/OR
  - Containing the following:
- For School Year:**
- For File Specification:**
  - 
  - N/X002 - Children with Disabilities (IDEA) - School Age
  - N/X003 - Children with Disabilities (IDEA) Academic Achievement
  - N/X004 - Children with Disabilities (IDEA) Not Participating in Assessm...
  - N/X005 - Children with Disabilities (IDEA) Removal to Interim Alternati...
- GO** (hyperlink)

A calendar for November 2012 is displayed on the right side of the form.

Oct	November 2012							Dec
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
28	29	30	31	1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	1		
2	3	4	5	6	7	8		

After selecting a date, school year, transmittal status, and/or file specification filter, click on the **GO** hyperlink under the calendar. Clicking **GO** displays the filtered list of transmittals. Although the page may not appear to change, scroll down to see the

report requested. If different filtering is desired, change the parameters at the top of the page and click **GO** again.

**Note:** There are two **GO** hyperlinks on this page: one for the **Filter Transmittals** section, and the other at the end of each row of the list of transmittals. For more information about **GO** the link on the transmittals list, see section 5.3.2.

Figure 5-3: Transmittal Status Filter

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**Transmittal Status Report**

Instructions:  
Use the drop down list and "GO" button to see data or reports associated with the transmittal.

**Filter Transmittals**  
Show only those transmittals:  
On or after this date:  
7/9/2010  
AND/OR  
Containing the following:  
Show ALL  
Show ALL  
Received  
Format Error  
Validation Error  
Database Exception  
Transmittal OK  
Replaced  
No Changes

GO

Transmittals from  
(FIRST) (LAST)  
Show all files Archive selected file(s) Select All Clear All

File Identifier	Transmittal File Name	Submission Date	File Type	File Spec.	Transmittal Status	Last Action Date	Select file(s) to archive
SCH NCLB End School Year Status	06EUSCHSYENdver0004.TAB	Jul 16 2010 3:53PM	NCLB SCHOOL END SY STATUS	N132 - School End of SY Status	Transmittal OK	Jul 16 2010 3:55PM	See Data GO
SCH NCLB End School Year Status	06EUSCHSYENdver0004X.CSV	Jul 16 2010 3:53PM	NCLB SCHOOL END SY STATUS	N132 - School End of SY Status	Transmittal OK	Jul 16 2010 3:58PM	See Data GO
1.3-MISSING LEA SPEC ED PARA	eu112LEA0910JEL020713_e.TAB	Jul 16 2010 2:31PM	LEA SPECIAL ED PARAPROFESSIONALS	N112 - Special Education Paraprofessionals	Received	Jul 16 2010 2:31PM	No Action GO

### 5.2.3 Additional Report Functions

The **Transmittal Status Report** has four functions that can be highlighted and performed: These functions are shown on the bar at the top of the report.

- ▶ **Show all files:** Displays all files that meet the filter criteria including previously archived files.
- ▶ **Archive selected file(s):** Removes the selected files from the display. Files are selected by using the "Select All" function or by checking an individual file's "Select File(s) to Archive" box – the right-most column of the list.
- ▶ **Select All:** Checks the "Select File(s) to Archive" box for all the files in the filtered list.
- ▶ **Clear All:** Unchecks "Select File(s) to Archive" box for all the files in the filtered list.

### 5.3 Transmittal Status

This section describes the possible transmittal statuses that may appear in the Transmittal Status column of the report. This section also includes a description of the error reports associated with these statuses. Note that the system performs additional edit checks after the file is accepted into the database. The results of these submission edits are described in section 6.0.



### 5.3.1 Status Definitions

Within the Transmittal Status Report each transmittal has a status indicating whether the transmittal was successful or whether errors were issued. These statuses are defined below. Some statuses have additional actions that can be initiated. The descriptions below include information about any additional actions associated with a status. To initiate an action, click the **GO** hyperlink beneath the action shown in the column to the right of Last Action Date. If the **GO** hyperlink is not highlighted, then no action can be invoked. Section 5.3.2 describes the reports associated with some of these actions.

- ▶ **Received:** A Received status indicates that the transmittal has been received but has not yet been processed. When a transmittal is in a Received status, no further information for the transmittal is available. If a transmittal is in a Received status for more than 24 hours, contact the Partner Support Center.
- ▶ **Format Error:** A Format Error is issued when there is a fundamental problem with the transmittal and the software is unable to process the submitted file any further. For example, Format Errors will occur if a delimited file does not have the correct number of delimiters, or an incorrect file extension is used in the file name. For more information about the format errors, view the Format Error Report by clicking the **GO** hyperlink in the column to the right of Last Action Date. Format errors are the most serious error type and prevent any further processing of the file. Note that format errors must be corrected and the file resubmitted before the file can be loaded into the staging database. See section 5.3.2.1 for more information about the Format Error Report.
- ▶ **Validation Error:** Validation Errors are issued when a data field fails a validation edit. For example, an invalid permitted value will cause a validation error. Validation Errors are also issued when a data element value is determined to be inconsistent with other data within the referenced transmittal file. For example, a Validation Error is issued if the sum of male and female students = 200 and the total students = 150. Validation edits are performed once there are no format errors. To view the Validation Errors Report, highlight and click on the **GO** hyperlink. Note that validation errors must be corrected and the file resubmitted before the file can be loaded into the staging database. See section 5.3.2.2 for more information about the Validation Error Report.
- ▶ **Database Exception:** A Database Exception is an unexpected error. If a Database Exception occurs, report the instance to the Partner Support Center.
- ▶ **Transmittal OK:** A Transmittal OK status indicates that the data for the transmittal has been accepted into the Staging Database. Review the data for any transmittal that has been accepted into the Staging Database. Click on the **GO** hyperlink below the **See Data** window.
- ▶ **Replaced:** A status of Replaced indicates that the transmittal shown has been replaced by a subsequent transmittal.

- **No Changes:** A status of No Changes indicates that a transmittal was submitted that resulted in no changes to the data in the Staging Database.

## 5.3.2 Transmittal Error Reports

This section describes the error reports generated when there are transmittal errors. Transmittal Error Reports are available for transmittals with format and validation edit errors. They are accessed from the **Transmittal Status Report** by clicking the **GO** hyperlink for a specific transmittal.

Errors identified after a file is in the staging database (*submission errors*) are not identified in the transmittal error reports. These errors appear on the *Submission Error Report*. Submission errors also need to be corrected; however they do not stop the process of loading the file into the staging database. See section 6.0 for more information on the *Submission Error Report*.

### 5.3.2.1 Format Error Reports

A Format Error is issued when there is either a file format problem, or a data type mismatch is detected with the referenced transmittal file. The problem must be corrected and the file resubmitted before the file can be loaded into the staging database. *The Format Error Report* (Figure 5-4) is used to identify the format problem. A single transmittal may have more than one Format Error. However, because file processing stops when the first Format Error is detected, the *Format Error Report* will show only one Format Error at a time. The transmittal will continue to be rejected until all Format Errors are corrected. If a transmittal contains a format error, it must be reviewed for additional format errors before it is retransmitted.

Figure 5-4: Format Errors Report

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### Format Errors Report

Transmittal From:	File Identifier:	Transmittal File:	Transmittal Date:	Reporting Period:
Euphoria	Undetermined	EULEADISCTEST.tab.txt	Jul 23 2010 3:22PM	

File Type:

< FIRST LAST >

Summary of Error

Error	Count
ER-1 / Data is not in correct fixed (txt) file format.	1

< FIRST LAST >

Return to Errors and Warnings Report

Note: Files with errors cannot be loaded into the staging database. Please correct the problem and resubmit.



### 5.3.2.2 Validation Errors Report

A *Validation Error* is issued when a data field fails a validation edit. Validation edits are performed once there are no format errors. Validation errors must be corrected and the file resubmitted before the file can be loaded into the staging database. The Validation Error Report identifies the failed edits. The first page of the *Validation Errors Report* (Figure 5-5) displays a summary count for each Error Type (i.e., the number of times the specific error type has occurred for the transmittal) triggered by the transmittal.

Figure 5-5: Validation Errors Report

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**Validation Errors Report**

Transmittal From:	File Identifier:	Transmittal File:	Transmittal Date:	School Year
Euphoria	1.3-MISSING LEA SPEC ED PARA	eu112LEA0910JEL020713_c.TAB	Jul 16 2010 1:40PM	2009-2010

**File Type:**  
LEA SPECIAL ED PARAPROFESSIONALS

Return to Transmission Status Report View Details

<< FIRST LAST >> < PREVIOUS NEXT >

Summary of Business Rule Errors		Count	Count Type
ER-39 / Reporting Missing (MISSING) or Not Collected (NOTCOLLECT) and valid Category values for the same Category and Category Set is not permitted.		4	
ER-41 / Grand Total is missing for Table Type.		1	

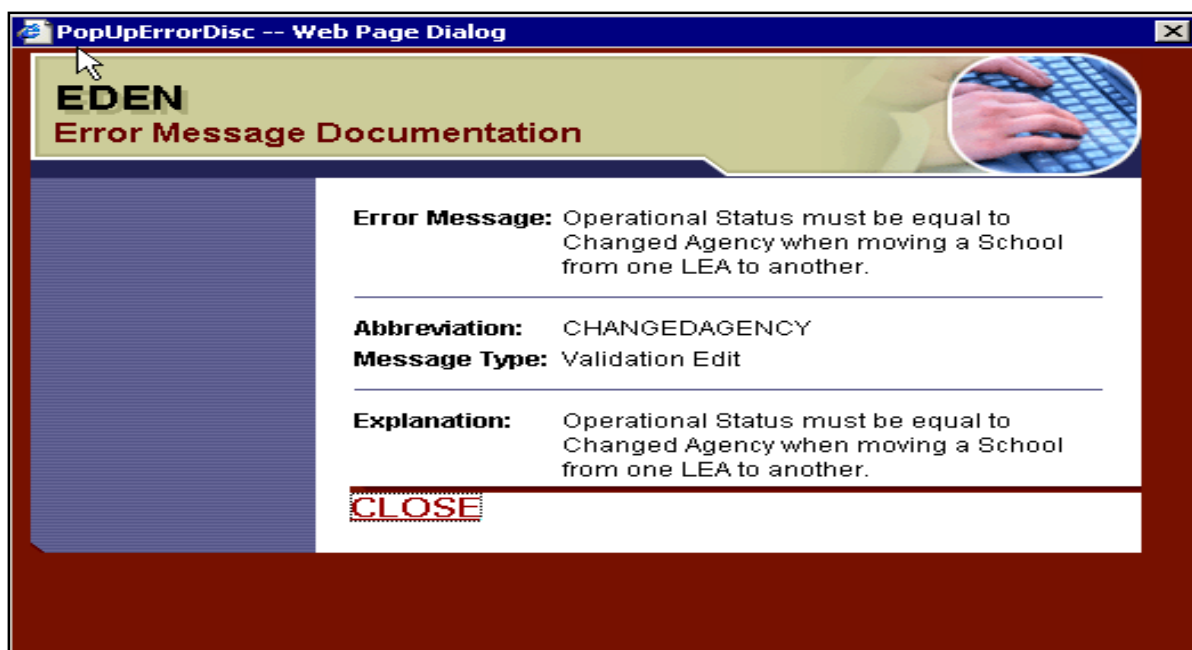
<< FIRST LAST >> < PREVIOUS NEXT >

Return to Transmission Status Report View Details

Note: Files with errors cannot be loaded into the staging database. Please correct the problem and resubmit.

To view a more detailed explanation of an error, highlight and click on the description of the error. This will display an *Error Message Documentation pop-up window*, as shown in Figure 5-6. Click the **CLOSE** button to close the pop-up window. More detailed error explanations, including potential error causes and error resolution, are available in the *EDFacts Business Rules Guide* available on the *EDFacts* Web site.

Figure 5-6: Error Message Documentation



Unlike *Format Errors*, all *Validation Errors* are identified when the transmittal is processed. However, there is a maximum number (1,000) of *Validation Errors* that can be processed for a single transmittal. Once the threshold is reached for a transmittal, processing for that transmittal is terminated.

There are two tabs at the bottom of the *Format Errors Report*: the **Return to Transmission Status Report** tab on the left and the **View Details** tab on the right.


**Return to Transmission Status Report** (Figure 5-7) takes the user back to the Transmittal Status Reports. The browser **BACK** button also will eventually (depending on how many pages in the *Validation Errors Summary Report* detail list you have gone through) return you back to the *Validation Errors Summary Report* page.

**View Details** displays the *Business Rule Errors Detail Report* (Figure 5-7). This report has standard navigation features, and the list of errors may be sorted by highlighting and then clicking on any of the columns in the list. To aid in troubleshooting the cause of a validation error, the type of error, relevant NCES and state IDs, and error row number are listed. The row number indicates the line in the file where the error is located.

A comprehensive list of all business rules is provided in a separate document, *EDFacts Business Rules Guide*.

**Note:** The Error Row column of the detailed report does not apply to XML files.

Figure 5-7: Business Rule Errors Detail Report



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### Business Rule Errors Detail Report

Transmittal From:	Transmittal Number:	Transmittal File:	Transmittal Date:	School Year
Euphoria	1.3-MISSING LEA SPEC ED PARA	eu112LEA0910JEL020713_c.TAB	Jul 16 2010 1:40PM	2009-2010

**File Type:**  
LEA SPECIAL ED PARAPROFESSIONALS

Note: Files with errors cannot be loaded into the staging database. Please correct the problem and resubmit.

Return to Transmission Status Report

ICES LEA ID	State LEA ID	ICES School ID	State School ID	Error Type	Count Type	Error Row
				ER-39 / Reporting Missing (MISSING) or Not Collected (NOTCOLLECT) and valid Category values for the same Category and Category Set is not permitted.		1
				ER-39 / Reporting Missing (MISSING) or Not Collected (NOTCOLLECT) and valid Category values for the same Category and Category Set is not permitted.		2
	EU00001			ER-41 / Grand Total is missing for Table Type.		3

Return to Transmission Status Report

## 6 SUBMISSION ERROR REPORT

The *Submission Error Report* provides access to the results of submission edits and warnings. Submission edits and warnings ensure that the data meet or exceed an acceptable level of reasonability by checking the values entered in a field against other similar values in the same file or across files. If a discrepancy is found (i.e., a value falls outside of the acceptable range), a submission error or warning is issued. Unlike format and validation edits, submission edits and warnings are applied to the data after they are in the staging database.

To access the *Submission Error Report*, click the **Submission Error Report** hyperlink on the Navigation Bar (Figure 6-1). Initially, the report displays state files with submission errors or warnings for the most recent school year. If there are no such files, the Submission Error Report shows no files. This is different from the *Transmittal Status Report*, which shows the transmittal status for all files. Files with errors and warnings for previous school years can be viewed by changing the school year in the drop-down list at the top left corner of the report. View the same information for LEA and school files with submission errors or warnings by selecting the appropriate tab at the top of the table (LEA Data or School Data instead of SEA Data). Section 6.1 discusses the information available behind these tabs.

**Note:** The information behind the Reports Tab is different. The Reports Tab provides access to match edit reports. Section 6.2 discusses the information available for reports.

### 6.1 The Data Tabs

From the **State Data** tab, the **LEA Data** Tab, or the **School Data** Tab, the EDFacts Coordinator has access to detailed information about the errors and warning in each of the files displayed. Behind these tabs is a table listing all the files with errors or warnings. For each file, the table displays the File Submission Name, Specification Number, Last Submission Date (the date and time of the last submission of that file loaded into ESS), Error Count, and Warning Count. The table also includes a **Detail** hyperlink and **Download** hyperlink for each file. The functioning of these hyperlinks is described below.

Figure 6-1: Submission Error Report Data Tabs

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**Submission Error Report : Euphoria**

Select a School Year (required)  
2007-2008 GO

State Data LEA Data School Data Reports

< FIRST LAST > < PREV NEXT >

File Number	File Submission Name	Last Submission Date	Error Count	Warning Count		
002	Children with Disabilities (IDEA)	12/15/2007 3:28:20 PM	61	1	Detail	Download
089	Children w Disab Early Childhood	12/13/2007 11:37:08 PM	31	0	Detail	Download

< FIRST LAST > < PREV NEXT >

### 6.1.1 Details

Clicking on the **Detail** hyperlink for a file opens the *Submission Error Report Detail* page (Figure 6-2). The *Submission Error Report Detail* page allows the user to view the specific submission errors and warning triggered by a file. It lists the **Rule Code**, **Error Message**, and **Error Value** for each error or warning triggered. The **Rule Code** allows the user to reference the rule in the Business Rules Guide. The error message provides a brief description of the problem. The **Error Value** identifies the specific application of the rule.

Figure 6-2: Submission Error Report Details Page

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**Submission Errors Report Detail : Euphoria**

State Data

Return to Previous Page

< FIRST LAST >

Go To Page: 1

< PREV NEXT >

School Year: 2007-2008

File Submission Name: Children with Disabilities (IDEA)

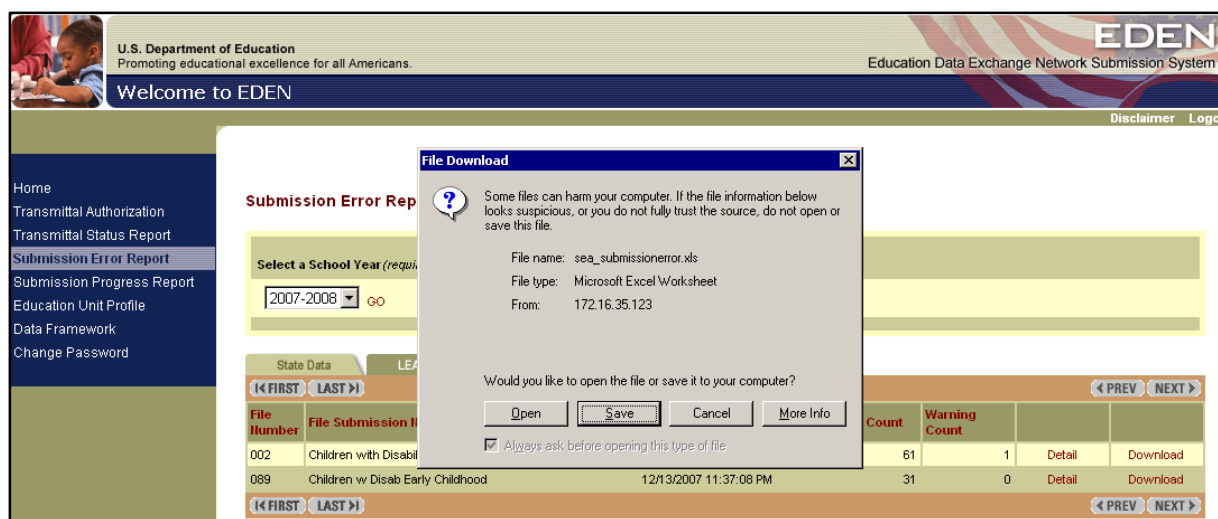
SEA Name	State ID	Error Type	Rule Code	Error Message	Error Value
Euphoria State Education Agency	01	Error	S002-R03	The total for Disability Category (IDEA) AUT reported in category set A does not match category B.	AUT
Euphoria State Education Agency	01	Error	S002-R03	The total for Disability Category (IDEA) DB reported in category set A does not match category B.	DB
Euphoria State Education Agency	01	Error	S002-R03	The total for Disability Category (IDEA) DD reported in category set A does not match category B.	DD
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) AUT reported in category set A does not match category D.	AUT
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) DB reported in category set A does not match category D.	DB
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) DD reported in category set A does not match category D.	DD
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) HI reported in category set A does not match category D.	HI
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) MD reported in category set A does not match category D.	MD
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) MR reported in category set A does not match category D.	MR
Euphoria State Education Agency	01	Error	S002-R04	The total for Disability Category (IDEA) OHI reported in category set A does not match category D.	OHI

**Note:** The default *Submission Error Report* displays at the State Data level. Make sure to review the submission error reports for the other reporting levels.

## 6.1.2 Download

Clicking the **Download** hyperlink for a file opens the **Submission Error Report File Download** pop-up box (Figure 6-3). This pop-up box allows the user to open and view or save the Submission Error Report Detail as a Comma Separated Value (CSV) file. CSV files can be read by Excel and other spreadsheet software.

Figure 6-3: Submission Error Report Download Pop-up Box



Before downloading the error report, first make sure you selected the appropriate **Education Level tab** and **School Year**.

## 6.2 The Reports Tab

Behind the **Reports** tab is a table of the reports available (Figure 6-4). Currently, the table includes links to display the *Match Error Report* and *Summary Report*.

- The *Match Error Report* shows the errors identified when the current school year's directory data (universe) are compared with the previous year's directory data. For example, it identifies schools with NCES School IDs that are different from the previous year's ID.
- The *Summary Report* shows all of the Common Core of Data (CCD) information your state has submitted, summarized in multiple ways. The report is not complete until all data are submitted, but preliminary pieces of information, such as Membership and Staff FTE, are available as soon as they are submitted to ESS. The *Summary Report* is available for you to review the data submitted for consistency and data quality.

The **Reports** tab displays the date the report was generated and the amount of time it took to generate the report. There are also two hyperlinks for the report which allow the EDFacts Coordinator to regenerate the report or to view the report. Each of these functions is described below.

Figure 6-4: Reports

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**Submission Error Report : Euphoria**

Select a School Year (required)  
2008-2009 GO

State Data | LEA Data | School Data | Reports

To view a report, click the "View" hyperlink. Each report will open in Microsoft Excel (Get MS Excel Viewer)

If the "Last Generated" date is not acceptable, click the "Regenerate" hyperlink to refresh the report data. "Approximate Generation Time" is based on the previous regeneration.

Report	Last Generated	Approximate Generation Time		
Match Error Report	1/21/2009 3:45:49 PM	45 seconds	Regenerate	View
Summary Report	1/21/2009 3:46:38 PM	2 minutes, 23 seconds	Regenerate	View

### 6.2.1 Regenerate

Clicking the **Regenerate** hyperlink allows the user to regenerate the match error reports (Figure 6-5). While the error report is generating, the **Last Generated** field will change its status to Pending until a new report is available.

Figure 6-5: Submission Error Report Regenerate Link

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**Submission Error Report**

Select a School Year (required)  
2007-2008 GO

State Data | LEA Data | School Data | Reports

To view a report, click the "View" hyperlink. Each report will open in Microsoft Excel.

If the "Last Generated" date is not acceptable, click the "Regenerate" hyperlink to refresh the report data. "Approximate Generation Time" is based on the previous regeneration.

Report	Last Generated	Approximate Generation Time		
Match Error Report	Pending			

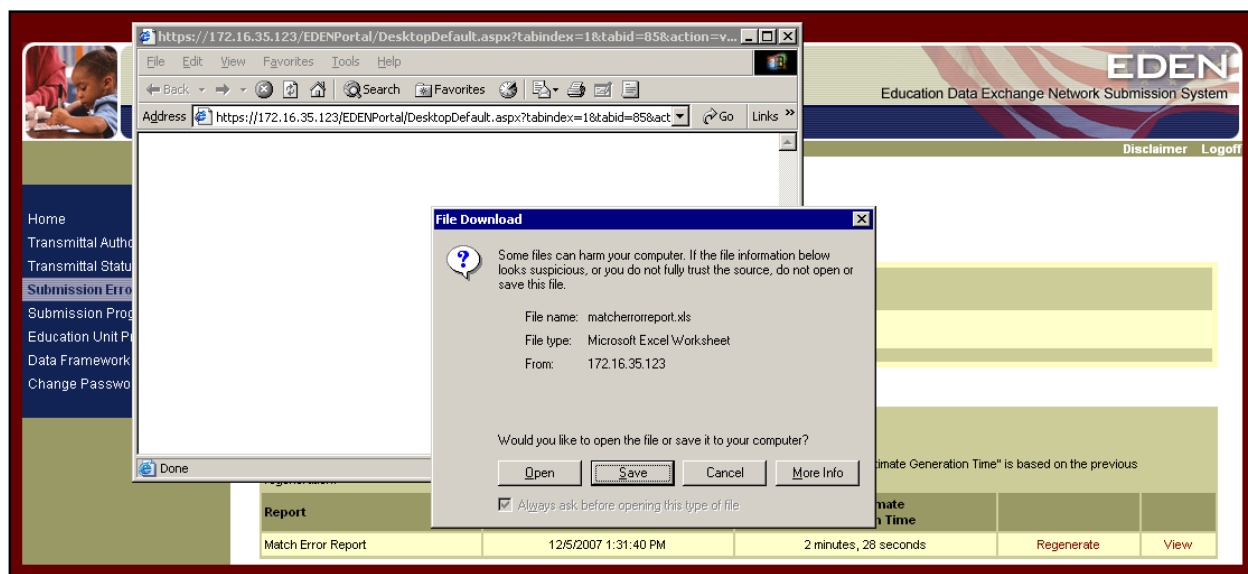
Refresh Page



## 6.2.2 View

Clicking the **View** hyperlink displays a pop-up box that will allow you to view the *Match* or *Summary Reports*, depending on which you choose to open. The *Match Report* allows you to identify where the directory data has errors and opens in an Excel spreadsheet. If desired, the user can then save the file (Figure 6-6).

Figure 6-6: Submission Error Report View Link



## 6.2.3 CCD Edit Reports

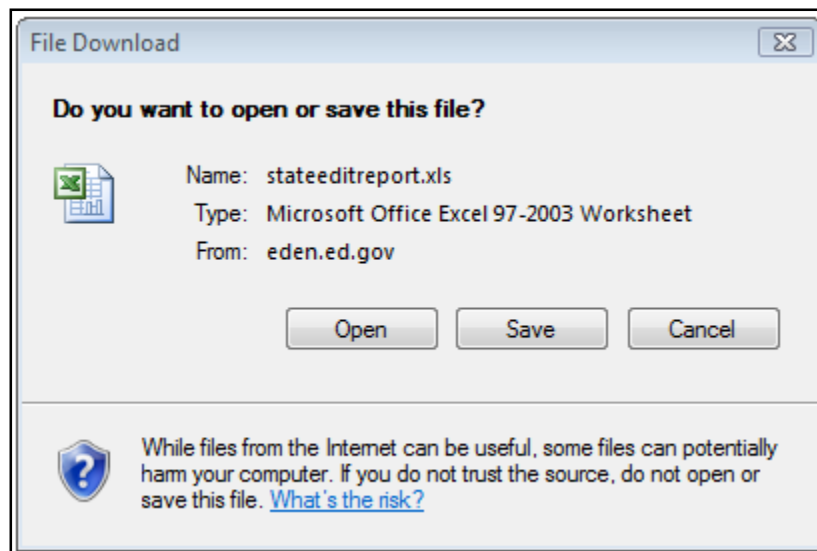
If your SEA has no directory match errors but other data has submission errors, you will see three rows below the Summary Report row. These are the SEA, LEA and School Edit Report rows (Figure 6-7). These reports contain submission errors about CCD data only and should be the same CCD-related errors found on the respective Submission Error Report tabs.

Figure 6-7: CCD Edit Report Rows

State Data   LEA Data   School Data   Reports				
To view a report, click the "View" hyperlink. Each report will open in Microsoft Excel (Get MS Excel Viewer)				
If the "Last Generated" date is not acceptable, click the "Regenerate" hyperlink to refresh the report data. "Approximate Generation Time" is based on the previous regeneration.				
Report	Last Generated	Approximate Generation Time		
Match Error Report	8/11/2010 10:38:40 AM	2 minutes, 12 seconds	Regenerate	View
Summary Report	8/11/2010 3:56:55 PM	12 minutes, 11 seconds	Regenerate	View
State Edit Report	8/11/2010 10:30:12 AM	-	-	View
Agency Edit Report	8/11/2010 10:30:12 AM	-	-	View
School Edit Report	8/11/2010 10:30:12 AM	-	-	View

To review any of these reports, click on that row's View link and you will be asked to open or save the MS Excel spreadsheet (Figure 6-8).

Figure 6-8: Viewing CCD Edit Reports



If you choose **Open**, a multi-worksheet MS Excel spreadsheet (Figure 6-9) provides a summary page (worksheet) and several worksheets with types of errors in your CCD data. The summary page *Instructions Tab* lists which worksheets contain errors and how many errors there are so you only need to review those pages with errors.

Once you have fixed all Match Errors, review each level (SEA, LEA and School) of Edit Reports.

Figure 6-9: CCD Edit Reports Content

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>Instructions</b>  Please review all the worksheets provided in this Edit report. - Correct all errors with a "Y" under the Must Fix column (critical errors). - Once the critical errors have been corrected, correct the non-critical errors (warnings) if the data is in error. - If you have questions about this process, the Edit report, data being displayed on the Edit report, or errors or warnings received, please contact the EDFacts Partner Support Center at:  Telephone: 877-457-3336 (877-HLP-EDEN) Fax: 888-329-3336 (888-FAX-EDEN) TTY/TDD: 888-403-3336 (888-403-EDEN) or E-mail: eden_SS@ed.gov												
2													
3	Invalid Data	0											
4	Verify Missing	0											
5	Verify Change	0											
6	Current to Prior % Diff	0											
7	Total to Sum of Detail	0											
8	Related Field Totals	0											
9	Gradespan Issues	0											
10	Closed-Inactive-New with Data	0											
11	Statewide Issues	0											
12	Missing Data	0											
13	Duplicate Info	0											
14													
15													
16													
17													
18													
19													

### 6.3 Submission Edits Processing Information

Unlike the match error report, the submission edits are processed every few hours, as needed. As a result, the errors and warnings information in the *Submission Error Report* may not reflect data in files submitted (or resubmitted) since the end of the previous day. On the day a file is submitted, if it has errors or warnings they may not be reflected on the report until the following day. Similarly, when an error is corrected, it may not be reflected on the report until the following day.

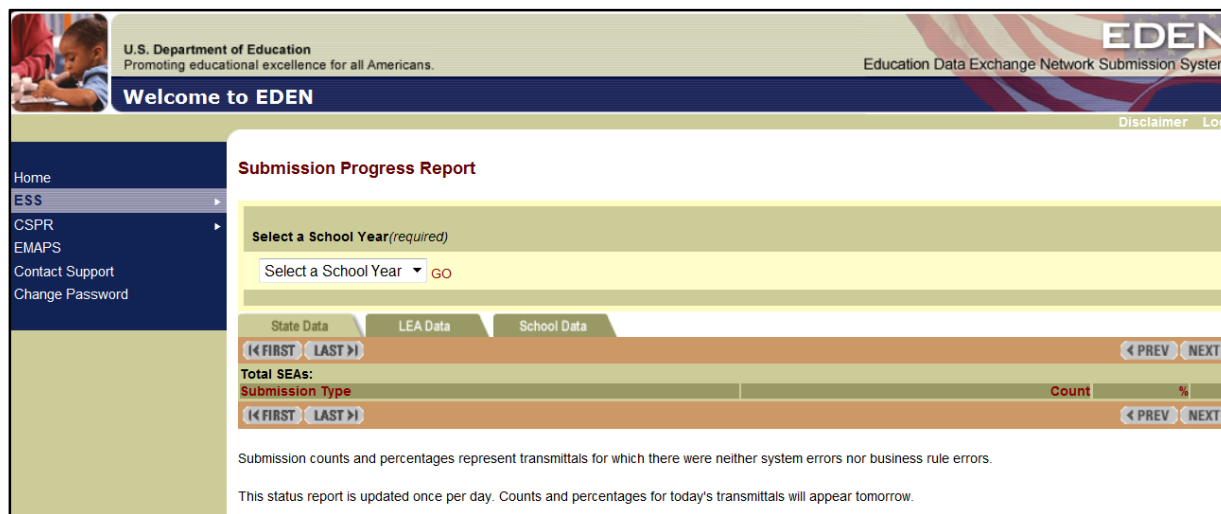
A maximum number of 1,000 errors or warnings can be identified in the course of processing a file. Once 1,000 errors or warnings are identified, further processing of that file will end. For example, if an inappropriate string is included in every record in a file, the processing will stop after 1,000 errors are identified. *The Business Rules Guide* document contains all of the reasonability edits in ESS.

## 7 SUBMISSION PROGRESS REPORT

This *Submission Progress Report* allows the user to view where a state is in the yearly submission process and approve or hold a submission type for transfer into the data repository. The status of submissions can be viewed by State, LEA or School level.

Click the **Submission Progress Report** hyperlink on the Navigation Bar (Figure 7-1) to access the *Submission Progress Report*. Initially, the report displays the submission progress for state-level data, but no submission status information is displayed until a school year is selected from the drop-down list. To view the submission progress for LEA and school data, select the appropriate tab at the top of the table (*LEA Data* or *School Data* instead of *State Data*) and follow the same instructions.

Figure 7-1: State Submission Progress



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**Submission Progress Report**

Select a School Year(required)

Select a School Year GO

State Data LEA Data School Data

< FIRST LAST > < PREV NEXT >

Total SEAs:

Submission Type	Count	%
< FIRST LAST > < PREV NEXT >		

Submission counts and percentages represent transmittals for which there were neither system errors nor business rule errors.

This status report is updated once per day. Counts and percentages for today's transmittals will appear tomorrow.

### 7.1 Submission Progress Report

Once on the Submission Progress Report page for the desired education unit type (SEA, LEA, School), select the desired School Year from the drop-down list provided and click **GO**. This will display a report of the submission status for each submission type (Figure 7-2). The submission type corresponds with the table in the EDFacts database where the data are stored. If you do not see the report, scroll down to view them.

Figure 7-2: Submission Progress Report (LEA)

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Home  
Transmittal Authorization  
Transmittal Status Report  
Submission Error Report  
**Submission Progress Report**  
Education Unit Profile  
Data Framework  
EMAPS  
Change Password

**LEA Submission Progress Report as of 1/30/2009 : Euphoria**

Select a School Year (required)  
2008-2009 GO

State Data LEA Data School Data

< FIRST LAST > PREV NEXT

Total LEAs: 30

Submission Type	Count	%	
Children with Disabilities (IDEA) Early Childhood Tables	1	3.333	See Data GO
Special Education Paraprofessionals Tables	2	6.667	See Data GO
Personnel Skilled in Technology Table	2	6.667	See Data GO
Total Districts	0	.000	No Action
Special Education Personnel Tables	2	6.667	See Data GO
Student Membership Table	4	13.333	See Data GO
Elementary Classes Taught by Teacher Qualification Table	1	3.333	See Data GO
Special Education Teacher Table	2	6.667	See Data GO
Children with Disabilities (IDEA) School Age Tables	2	6.667	See Data GO
LEP Demographic Tables	4	13.333	See Data GO

Navigation buttons (i.e., **FIRST/LAST**, **PREV/NEXT**) appear at the top of the report below the education level tabs. These navigation buttons operate the same as on the *Transmittal Status Report*.

The contents of the report can be sorted by the contents of each column. To sort the report, click on a column heading. Clicking once will sort the data in ascending sequence; clicking a second time will sort the data in descending sequence.

Displayed in the top left corner of the report is the total number of the education units selected. At the SEA level, this count should always be one. Figure 7-2 shows the LEA submission progress report. It shows that there are 30 LEAs in the state of Euphoria. For each submission type, the report also shows how many education units (SEA, LEAs, or schools, as appropriate) have been submitted to the staging database.

Use the tabs at the top of the report to view submission status for different education unit levels (Click on the **State Data**, **LEA Data**, or **School Data**).

### 7.1.1 See Data

If data is available for a submission type, **See Data** is available from drop-down list to the right of the Status column.

1. **Select the Education Unit:** Clicking **GO** on the *Submission Progress Report* brings up a pop-up window with the names of all the education units with data for that reporting

level (State Agencies, LEAs, or schools). Figure 7-3 shows the two LEAs in Euphoria that have data. Click on the name of an education unit to see its data.

**Figure 7-3: List of Education Units (LEAs)**

LEA Submission Progress Report

State: Euphoria

State Agency Name: Euphoria State Education Agency

Refine Your Search [GO](#)

FIPS State Code: 80

School Year: 2006-2007

LEA Name	ICES LEA ID	State LEA ID	City
Euphoria State Secondary School	8099987	00613EUPHORIA	Milledgeville
Federal Elementary School of Bass County	8099986	00614FEDERAL	Homer

**Note:** Use the **Back** function to move to a previous window in the pop-up frame. If there is no **Back** function provided, right click and then click **Back** to return to a previous window in the pop-up frame.

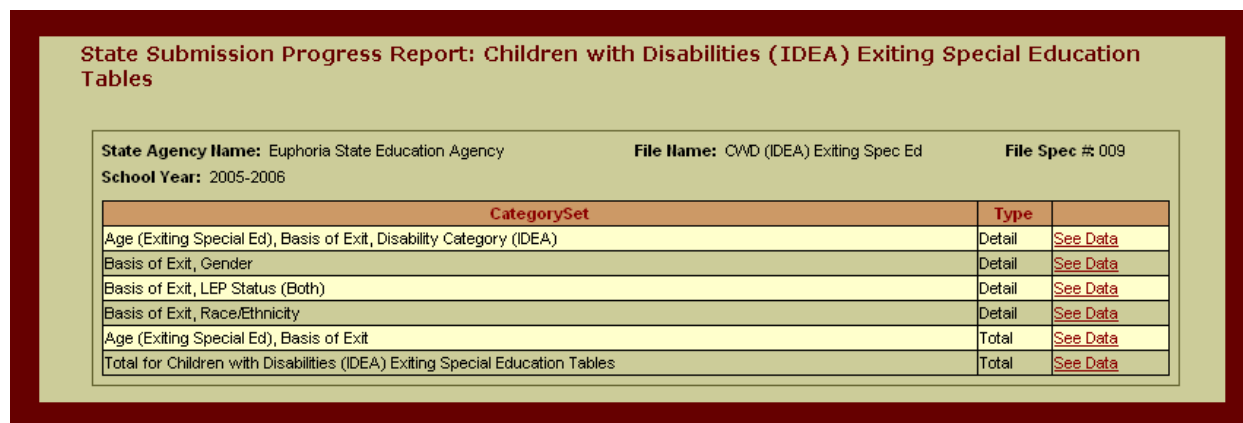
2. **Select a Data Group.** After clicking **GO** for a particular education unit, the next pop-up window lists the data groups available for the submission type and education unit selected (Figure 7-4). This window displays the data group name, ID and file specification numbers.

**Figure 7-4: State Data Submission Progress Report: Data Groups**

State Submission Progress Report: Data Groups			
State Agency Name: Euphoria State Education Agency		File Name: CWD (IDEA) Exiting Spec Ed	File Spec #: 009
School Year: 2005-2006			
Name	ID	Table Type	Value
Children with Disabilities (IDEA) Exiting Special Education Tables	85	IDEAEXITSPED	<a href="#">See Data</a>

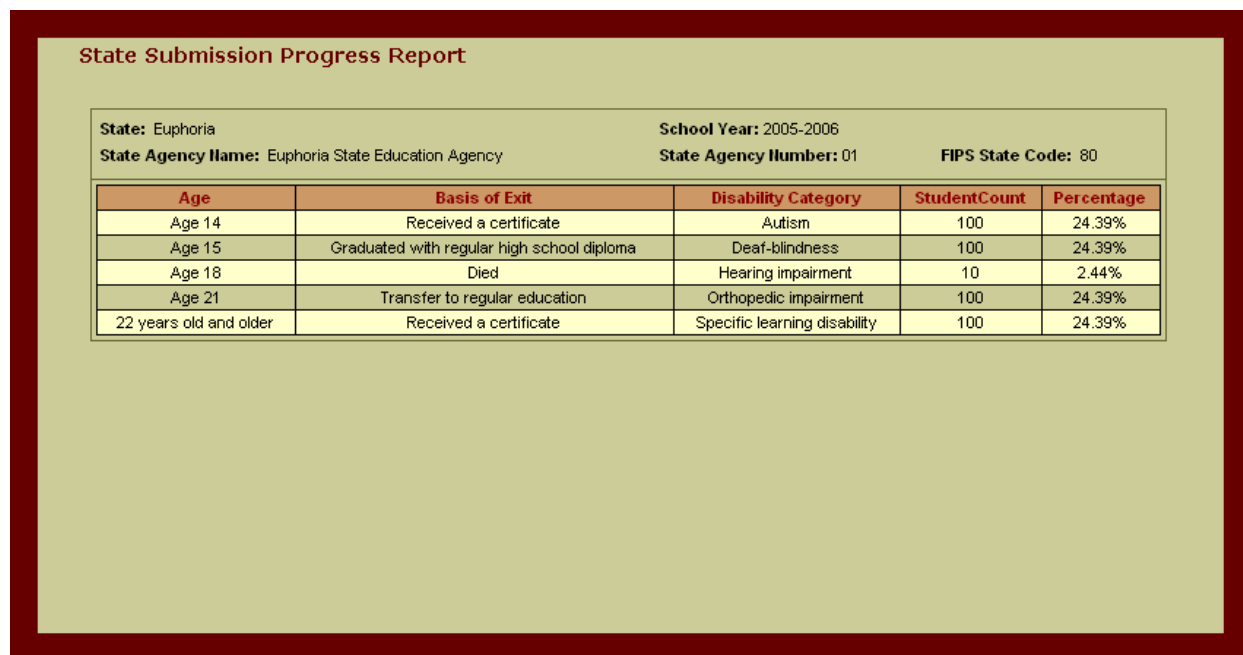
3. **Select a Category Set.** To access data for this data group, click the **See Data** link in the Value column. The next screen lists the Category Sets, Subtotals, and Total, where applicable, associated with the selected data group (Figure 7-5). Subtotals and the Total are listed as Type "Total", while Category Sets are Type "Detail".

**Figure 7-5: State Data Submission Progress Report: Children with Disabilities (IDEA) Exiting Special Education Tables (Category Sets)**



**4. View Data.** Clicking the **See Data** link from a category sets page lists, in alphabetical order, the permitted values for the selected category set. Clicking on the **See Data** link for a category set (on the right hand side of the screen) allows you to view the results of the submissions that are currently available (Figure 7.6).

**Figure 7-6: State Data Submission Progress Report (Permitted Values)**



## 8 EDUCATION UNIT PROFILE

### 8.1 Purpose of the Education Unit Profile

The Education Unit Profile allows you to view and verify State, LEA, and School level data.

Click on the **Education Unit Profile** hyperlink in the Navigation Bar to view the Education Unit (EU) Profile. This will display the page shown in Figure 8-1.

### 8.2 Accessing State Data

Figure 8-1: Education Unit Profile

The screenshot shows the 'Education Unit Profile' page within the EDEN (Education Data Exchange Network Submission System) interface. The page has a header with the U.S. Department of Education logo and the text 'Welcome to EDEN'. A navigation bar on the left lists various options, with 'Education Unit Profile' highlighted. The main content area is titled 'Education Unit Profile' and contains a 'Select a School Year (required)' dropdown menu. Below this is a 'Select a Results List' section with three radio button options: 'Display State Only' (which is selected), 'Display Local Education Agencies', and 'Display Schools'. A 'GO' button is located at the bottom left of the results list section.

To access state level data, mark the **Display State Only** button at the bottom of the page, under the Select a Results List area. Note that **Display State Only** is the default EU level.

Select a school year from the **Select a School Year** drop-down list (Figure 8-2) and click **GO**.



Figure 8-2: Education Unit Profile

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Education Unit Profile

Select a School Year (required)  
2013-2014

Select a Results List  
☒ Display State Only
 ☐ Display Local Education Agencies
 ☐ Display Schools

GO

After clicking **GO**, the next screen is the State Education Unit Profile: Search Results page (Figure 8-3). Click on the **State Agency Name** hyperlink to access state level data by file submission. Note that at this time, there is only one State Agency in ESS for each state.

Figure 8-3: Education Unit Profile: Search Results

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State Education Unit Profile: Search Results

State: MASSACHUSETTS School Year: 2013-2014

State Agency Name	Charter Authorizers	LEAs
MA State Education Agency	Charter Authorizers	LEAs

Return to Previous Page Start a New Search

Use the navigation tabs at the bottom of the page to **Return to Previous Page** or to **Start a New Search**. With the exception of the main Education Unit Profile page, these navigation buttons appear at the bottom of all pages.

Clicking on the **State Agency Name** hyperlink takes you to the *State Education Unit Profile: File Submissions* page (Figure 8-4). In alphabetical order by name, this page lists all of the files collected by EDFacts for that school year. It also lists the file number, data collection period, and the date and time of your most recent submission for the selected school year. Clicking on a file heading sorts the list of files by that characteristic.

Figure 8-4: Education Unit Profile: File Submissions

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**State Education Unit Profile: File Submissions**

State Agency Name: Euphoria State Education Agency FIPS State Code: 80 State Agency Number: 01  
School Year: 2008-2009

Effective Date: 11/25/2009

State Agency Phone Number: (555) 210-4958  
Website URL: [www.doe.k12.eu.us](http://www.doe.k12.eu.us)

Chief State School Officer  
Judith Hartmann  
State Superintendent of Schools  
(555) 496-1872  
[state.superintendent@doe.k12.eu.us](mailto:state.superintendent@doe.k12.eu.us)

Mailing Address:  
PO Box 1650  
Drawer 300  
Commons Station  
Universal City, EU 99992-1650

Location Address:  
1 Brahma Lane  
BLDG 300  
East Campus  
Universal City, EU 99992-4030

Go To Page: 1 of 2

Name	File #	Collection Period	Last Submission Date
8th Grade Technology Literacy	117	End	5/3/2009 11:04:36 AM
Academic Achievement in Mathematics	075	End	5/11/2009 2:43:07 PM
Academic Achievement in Reading (Language Arts)	078	End	5/11/2009 2:45:06 PM
Academic Achievement in Science	079	End	5/8/2009 9:59:06 AM
Accountability	103	Closeout	
Assessment Participation	081	End	6/3/2009 10:42:08 AM
Children with Disabilities (IDEA) - Disciplinary Removals	088	End	7/1/2009 10:55:41 AM
Children with Disabilities (IDEA) - Early Childhood	089	Early	6/3/2009 10:51:08 AM
Children with Disabilities (IDEA) - Exiting Special Education	009	Closeout	
Children with Disabilities (IDEA) - School Age	002	Early	1/8/2009 12:14:38 PM
Children with Disabilities (IDEA) - Suspensions/Expulsions	006	End	11/25/2009 1:46:35 PM

The State Education Unit Profile File Submissions page also displays information about your SEA including its name, physical address and Chief State School Officer (CSSO) information. If no effective date was submitted through an SEA directory submission, the default effective date (10/01/2003) is displayed.

To view your data, click the name of the file you want to access. If the last submission date is blank, no data were submitted and therefore are not available for viewing.

Clicking on the file name takes you to the *State Education Unit Profile: Data Groups* page (Figure 8-5). Information at the top of the page describes the selections you have made so far: your SEA's name, the school year selected, and the name and number of the file selected. This description is followed by a list of the data groups in the specification for this file, the date and time your data were most recently modified, and the **See Data** hyperlink. Click the **See Data** hyperlink for the data group you want to view.

You can also access historical information found in the Directory file from the *State Education Unit Profile: Data Groups* page by clicking the **Directory** file name. Section 8.5 has more information about accessing historical Directory information.

Figure 8-5: Education Unit Profile: Data Groups

The screenshot shows the EDEN interface with a sidebar on the left containing links: Home, Transmittal Authorization, Transmittal Status Report, Submission Error Report, Submission Progress Report, Education Unit Profile (selected), Data Framework, EMAPS, and Change Password. The main content area is titled 'State Education Unit Profile: Data Groups'. It displays the following information:

- State Agency Name: Euphoria State Education Agency
- File Name: Academic Achievement in Mathematics
- File Spec #: 075
- School Year: 2008-2009

Name	ID	Table Type	Last Modified	Value
Academic achievement in mathematics table	583	STUDPERFM	6/11/2009 2:43:07 PM	<a href="#">See Data</a>

At the bottom of the table, there are two buttons: 'Return to Previous Page' and 'Start a New Search'.

Clicking the **See Data** hyperlink takes you to an alphabetical list of all the data category sets for the selected data group. Clicking on a file heading sorts the list of files by that characteristic.

The name of the selected data group is listed at the top of the display. Figure 8-6 shows the category sets for data group 583, Academic Achievement in Mathematics Table. To access data for a specific category set, click the **See Data** link to the right of the category set name.

Figure 8-6: Education Unit Profile: Data Categories

The screenshot shows the EDEN interface with the same sidebar as Figure 8-5. The main content area is titled 'State Education Unit Profile: Student Performance Table - Math'. It displays the following information:

- State Agency Name: Euphoria State Education Agency
- File Name: Academic Achievement in Mathematics
- File Spec #: 075
- School Year: 2008-2009

CategorySet	Type	
Disability Status (Only), Full Academic Year Status, Grade Level (Assessment), Proficiency Level	Detail	<a href="#">See Data</a>
Economically Disadvantaged Status, Full Academic Year Status, Grade Level (Assessment), Proficiency Level	Detail	<a href="#">See Data</a>
Full Academic Year Status, Grade Level (Assessment), Homeless Served Status, Proficiency Level	Detail	<a href="#">See Data</a>
Full Academic Year Status, Grade Level (Assessment), LEP Status (Only), Proficiency Level	Detail	<a href="#">See Data</a>
Full Academic Year Status, Grade Level (Assessment), Major Racial and Ethnic Groups, Proficiency Level	Detail	<a href="#">See Data</a>
Full Academic Year Status, Grade Level (Assessment), Migrant Status, Proficiency Level	Detail	<a href="#">See Data</a>
Full Academic Year Status, Grade Level (Assessment), Proficiency Level, Sex (Membership)	Detail	<a href="#">See Data</a>
Full Academic Year Status, Grade Level (Assessment), Proficiency Level	Total	<a href="#">See Data</a>

At the bottom of the table, there are two buttons: 'Return to Previous Page' and 'Start a New Search'.

After clicking the **See Data** hyperlink, data are displayed for each combination of permitted values in the selected category set. Figure 8-7 shows the data for the Basis of Exit, Gender category set. These data can be sorted by clicking on the column headings.

Figure 8-7: Education Unit Profile Data

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State Education Unit Profile: Category Set Data

State: Euphoria School Year: 2008-2009  
State Agency Name: Euphoria State Education Agency State Agency Number: 01 FIPS State Code: 60

Full Academic Year Status	Grade Level	Proficiency Level	Student Count	Percentage
Not present for full academic year	Grade 5	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 5	Level 1 (lowest level)	30	5.88%
Not present for full academic year	Grade 6	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 6	Level 1 (lowest level)	30	5.88%
Not present for full academic year	Grade 7	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 7	Level 1 (lowest level)	30	5.88%
Not present for full academic year	Grade 8	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 8	Level 1 (lowest level)	30	5.88%
Not present for full academic year	Grade 9	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 9	Level 1 (lowest level)	30	5.88%
Not present for full academic year	Grade 10	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 10	Level 1 (lowest level)	30	5.88%
Not present for full academic year	Grade 11	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 11	Level 1 (lowest level)	30	5.88%
Not present for full academic year	Grade 12	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 12	Level 1 (lowest level)	30	5.88%
Not present for full academic year	High School	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 3	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 3	Level 2	30	5.88%
Present for full academic year	Grade 3	Level 3	30	5.88%
Present for full academic year	Grade 3	Level 4	30	5.88%
Present for full academic year	Grade 3	Level 5	30	5.88%
Present for full academic year	Grade 3	Level 6	30	5.88%
Not present for full academic year	Grade 3	Level 1 (lowest level)	30	5.88%
Present for full academic year	Grade 4	Level 1 (lowest level)	30	5.88%

Return to Previous Page Start a New Search

### 8.3 Accessing Local Education Agency (LEA) Data

The steps for accessing LEA data are very similar to those for accessing SEA data, with a few more options to specify an LEA if you choose to do so. To access LEA level data, mark the **Display Local Education Agencies** button at the bottom of the main Education Unit Profile page, under the “Select a Results List” field.

Select a school year period from the **Select a School Year** drop-down list (Figure 8-8) and then click **GO**.

Figure 8-8: Education Unit Profile

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Education Unit Profile

Select a School Year (required)  
2013-2014

Select a Results List  
☒ Display State Only
 ☐ Display Local Education Agencies
 ☐ Display Schools

GO

After clicking **GO**, the next screen is the Education Unit Profile Search Page (Figure 8-9) where you can drill down to access specific LEAs or all LEAs within your state.

On the *LEA Education Unit Profile Search* page, either click the **Display Local Education Agencies** hyperlink to display all LEAs in your state or use **Search** criteria to access specific LEAs. As shown in Figure 8-9, search criteria include LEA name, NCES identifier, State identifier, county name, city, zip code, or operational status. Click **GO** after entering your search criteria.

Figure 8-9: LEA Education Unit Profile Search Page

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LEA Education Unit Profile: Search

Start New Search

Select a School Year (required)

2013-2014

Select a Results List (No further search criterion are needed)

Display State Only Display Local Education Agencies Display Schools

Narrow Your Search Criterion

LEA Name:  You can provide a full or partial LEA Name, NCES Identifier, State Identifier, county, city, zip code, or operational status, or a combination of each to return a list of matching LEAs within the selected state.

NCES Identifier:

State Identifier:

County Name:  City:  Zip:  Operational Status:

GO

Home  
Transmittal Authorization  
Transmittal Status Report  
Submission Error Report  
Submission Progress Report  
Education Unit Profile  
Data Framework  
EDFacts Reporting System  
EMAPS  
Contact Support  
Change Password

After clicking **GO**, the Education Unit Profile: Search Results page (Figure 8-10) displays an alphabetical list of all LEAs that met your search criteria. This page displays the LEA Name, State LEA ID, NCES LEA ID, County, and Operational Status. You can sort the list of LEAs by clicking on any of these column headings.

Figure 8-10: LEA Education Unit Profile Search Results

The screenshot shows the EDEN interface with a sidebar menu on the left containing links like Home, Transmittal Authorization, and Education Unit Profile. The main content area is titled 'LEA Education Unit Profile: Search Results' and displays search criteria (State: Euphoria, School Year: 2008-2009) and a table of results.

LEA Name	State LEA ID	ICES LEA ID	County	School Year Start Status	Schools
AEM School District	00619AEMSCHOOL	8099981		Open	Schools
AEM Unique Education Agency	00616AEMUNIQUE	8099984		Open	
AEM's Unique Education Agency whose name fills up all spaces	00617AEMUNIQUE	8099983		Open	
Appling County Independent School District	00601EUPHORIA	8099999		Open	Schools
Atkins District of the Euphoria Supervisory Union	00610ATKINSDIS	8099990		Open	Schools
Atkinson District of the Euphoria Supervisory Union	00602ATKINSON	8099998		Open	Schools
Baker County Regional Education Services Agency	00604BAKER CO.	8099996		Reopened	Schools
Barrow County Charter District	00607BARROW CO	8099993		Open	
Barrow County Unique Education Agency	00608BARTOW CO	8099992		Open	
Bexar County Independent School District	00609EUPHORIA	8099991		Open	Schools
Change LEA State ID	CHANGELENAME1	8088882		Open	
Changed Boundary Independent School District	CHANGEBOUND	8026863		Changed Boundary	
Closed School District	0000000CLOSED	8025673		Closed	
David Robinson Charter District	00615DAVIDROBI	8099985		Open	
ESS_JHK School District_01	01031	8000043		New	Schools
ESS_JHK School District_02	01032	8000041		New	Schools
ESS_JHK School District_03	01033	8000040		New	Schools
ESS_JHK School District_04	01034	8000039		New	Schools
ESS_JHK School District_05	01035	8000038		New	Schools
ESS_JHK School District_06	01036	8000036		New	

To view the data for a particular LEA, click on the LEA name.

You can also access the list of all schools for an LEA from the LEA Education Unit Profile: Search Results page by clicking the **Schools** hyperlink to the right of the LEA name. However, it is recommended that you access school data using the **Display Schools** portal on the main *Education Unit Profile* page. Section 8.4 contains more information about accessing school data.

After you select an LEA by clicking on its name, you will reach the LEA Education Unit Profile: File Submissions page (Figure 8-11). In alphabetical order by name, this page lists all of the files collected by EDFacts. It also lists the file number, data collection period, and the date and time of your most recent submission for the selected school year. Clicking on a file heading sorts the list of files by that characteristic.

Figure 8-11: LEA Education Unit Profile File Submissions

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LEA Education Unit Profile: File Submissions

LEA Name: New School District State LEA ID: 00620NEWSCHOOL ICES LEA ID: 8099980  
School Year: 2008-2009

Effective Date: 11/01/2008 Operational Status: Open  
LEA Phone Number: (555) 987-6543

Mailing Address:  
9876 Broad St, NW  
Anytown, EU 99990-1234

Go To Page 1 of 2

Name	File #	Collection Period	Last Submission Date
8th Grade Technology Literacy	117	End	
Academic Achievement in Mathematics	075	End	
Academic Achievement in Reading (Language Arts)	078	End	
Academic Achievement in Science	079	End	
Accountability	103	Closeout	
AMO Mathematics Status	109	Closeout	
AMO Reading/Language Arts Status	111	Closeout	
Assessment Participation	081	End	
Children with Disabilities (IDEA) - Disciplinary Removals	088	End	
Children with Disabilities (IDEA) - Early Childhood	089	Early	
Children with Disabilities (IDEA) - Exiting Special Education	009	Closeout	
Children with Disabilities (IDEA) - School Age	002	Early	
Children with Disabilities (IDEA) - Suspensions/Expulsions	006	End	
Children with Disabilities (IDEA) - Total Disciplinary Removals	143	End	
Children with Disabilities (IDEA) Academic Achievement	003	End	6/30/2010 10:22:36 PM
Children with Disabilities (IDEA) Alternate Assessment Caps	146	Closeout	

The *LEA Education Unit Profile: File Submissions* page also displays information about the specific LEA you selected (e.g., name and address, telephone number, Operational Status). If the effective date was not submitted through an LEA directory submission, a default effective date is displayed.

To view your data, click the name of the file you want to access. If the last submission date is blank, no data were submitted and therefore are not available for viewing.

Clicking on the file name takes you to the *LEA Education Unit Profile: Data Groups* page (Figure 8-12). Information at the top of the page describes the selections you have made so far: the LEA's name, the reference period selected, and the name and number of the file selected. This description is followed by a list of the data groups in the specification for this file, the date and time your data were most recently modified, and the **See Data** hyperlink. Click the **See Data** hyperlink for the data group you want to view.

You can also access historical information found in the Directory file from the LEA Education Unit Profile: Data Groups page by clicking the **Directory** file name. Section 8.5 has more information about accessing historical Directory information.

Figure 8-12 LEA Education Unit Profile Data Groups

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**LEA Education Unit Profile: Data Groups**

LEA Name: Euphoria State Secondary School      File Name: Students Disciplined      File Spec #: 136  
School Year: 2008-2009

Name	ID	Table Type	Last Modified	Value
Students disciplined table	673	DISCLREM	6/3/2009 11:22:38 AM	<a href="#">See Data</a>

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EMAPS  
Change Password

Clicking the **See Data** hyperlink takes you to an alphabetical list of all the data category sets for the selected data group. Clicking on a file heading sorts the list of files by that characteristic.

The name of the selected data group is listed at the top of the display. Figure 8-13 shows the category sets for data group 673, Students Disciplined Table. To access data for a specific category set, click the **See Data** link to the right of the category set name.

Figure 8-13 LEA Education Unit Profile Data Categories

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**LEA Education Unit Profile: Discipline Table**

LEA Name: Euphoria State Secondary School      File Name: Students Disciplined      File Spec #: 136  
School Year: 2008-2009

CategorySet	Type	
Discipline Reason (Safe and Drug-Free), Grade Level (Basic)	Detail	<a href="#">See Data</a>

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After clicking the **See Data** hyperlink, data are displayed for each combination of permitted values in the selected category set. Figure 8-14 shows the data for category set Discipline Reason. Data can be sorted by clicking on the column headings.



Figure 8-14: LEA Education Unit Profile Data

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LEA Education Unit Profile: Category Set Data

State: Euphoria  
State Agency Name: Euphoria State Education Agency  
LEA Name: Euphoria State Secondary School

School Year: 2008-2009  
State Agency Number: 01  
State LEA ID: 00613EUPHORIA

FIPS State Code: 80  
NCES LEA ID: 8099987

Discipline Reason	Grade Level	Student Count	Percentage
Illicit Drug Related	Kindergarten	10	7.14%
Alcohol Related	Grade 1	10	7.14%
Weapons Possession	Grade 2	10	7.14%
Violent (with Physical Injury)	Grade 3	10	7.14%
Violent (without Physical Injury)	Grade 4	10	7.14%
Illicit Drug Related	Grade 5	10	7.14%
Alcohol Related	Grade 6	10	7.14%
Weapons Possession	Grade 7	10	7.14%
Violent (with Physical Injury)	Grade 8	10	7.14%
Violent (without Physical Injury)	Grade 9	10	7.14%
Illicit Drug Related	Grade 10	10	7.14%
Alcohol Related	Grade 11	10	7.14%
Weapons Possession	Grade 12	10	7.14%
Other reasons for out of school suspensions related to drug use and violence	Ungraded	10	7.14%

Return to Previous Page Start a New Search

## 8.4 Accessing School Level Data

The steps for accessing school level data are very similar to those for accessing LEA data and with similar options. To access school level data, mark the **Display Schools** button at the bottom of the main Education Unit Profile page, under the **Select a Results List** area.

Select a school year from the **Select a School Year** drop-down list (Figure 8-15) and then click **GO**.

Figure 8-15: Education Unit Profile

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Education Unit Profile

Select a School Year (required)

2013-2014

Select a Results List

☒ Display State Only ☐ Display Local Education Agencies ☐ Display Schools

GO

When you click **GO**, you will be taken to the School Education Unit Profile Search page (Figure 8-16) where you can drill down to access a specific school or view data for all schools in your state.

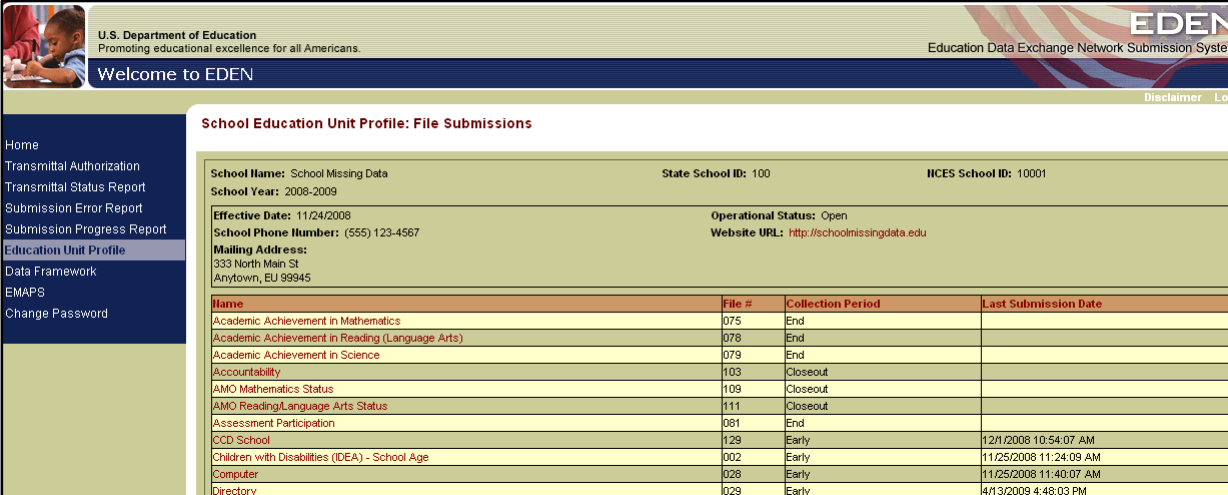
On the School *Education Unit Profile* Search page (Figure 8-16), either click the **Display Schools** hyperlink to display all schools in your state or use search criteria to access a specific school. As shown in the Figure, search criteria include School Name, NCES identifier, SEA Identifier or Operational Status. Click **GO** after you enter your search criteria.

Figure 8-16: School Education Unit Profile Search Page

The screenshot shows the 'School Education Unit Profile: Search' page. The header includes the U.S. Department of Education logo and the EDEN logo. A sidebar on the left lists navigation options: Home, Transmittal Authorization, Transmittal Status Report, Submission Error Report, Submission Progress Report, Education Unit Profile, Data Framework, EDFacts Reporting System, EMAPS, Contact Support, and Change Password. The main content area is titled 'School Education Unit Profile: Search' and contains a 'Start New Search' section. This section includes a 'Select a School Year (required)' dropdown menu with '2013-2014' selected. Below this is a 'Select a Results List (No further search criterion are needed)' section with three buttons: 'Display State Only', 'Display Local Education Agencies', and 'Display Schools'. The 'Display Schools' button is highlighted in red. Underneath is a 'Narrow Your Search Criterion' section with four input fields: 'School Name', 'NCES Identifier', 'State Identifier', and 'Operational Status'. A note next to the 'School Name' field states: 'You can provide a full or partial School Name, NCES Identifier, State Identifier, or operational status, or a combination of each to return a list of matching Schools within the selected state.' At the bottom of the search criteria section is a red 'GO' button.

After clicking **GO**, the *School Education Unit Profile: File Submissions* page (Figure 8-17) lists all of the files collected by EDFACTS. It also lists the file number, data collection period, and the date and time of your most recent submission for the selected school year. Clicking on a file heading sorts the list of files by that characteristic.

Figure 8-17: School Education Unit Profile File Submissions



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**School Education Unit Profile: File Submissions**

School Name: School Missing Data State School ID: 100 NCES School ID: 10001

School Year: 2008-2009

Effective Date: 11/24/2008 Operational Status: Open

School Phone Number: (555) 123-4567 Website URL: <http://schoolmissingdata.edu>

Mailing Address:  
333 North Main St  
Anytown, EU 99945

Name	File #	Collection Period	Last Submission Date
Academic Achievement in Mathematics	075	End	
Academic Achievement in Reading (Language Arts)	078	End	
Academic Achievement in Science	079	End	
Accountability	103	Closeout	
AMO Mathematics Status	109	Closeout	
AMO Reading/Language Arts Status	111	Closeout	
Assessment Participation	081	End	
CCD School	129	Early	12/1/2008 10:54:07 AM
Children with Disabilities (IDEA) - School Age	002	Early	11/25/2008 11:24:09 AM
Computer	028	Early	11/25/2008 11:40:07 AM
Directory	029	Early	4/13/2009 4:48:03 PM

The *School Education Unit Profile: File Submissions* page also displays information about the specific school you selected (e.g., name, address, telephone number, Operational Status). If the effective date was not submitted through a School directory submission, a default effective date is displayed.

To view your data, click the name of the file you want to access. If the *last submission date* is blank, no data were submitted and therefore are not available for viewing.

Clicking on the file name takes you to the *Education Unit Profile: Data Groups* page (Figure 8-18). Information at the top of the page describes the selections you have made so far: the school's name, the reference period selected, and the name and number of the file selected. This description is followed by a list of the data groups in the specification for this file, the date and time your data were most recently modified, and the **See Data** hyperlink. Click the **See Data** hyperlink for the data group you want to view.

You can also access historical information found in the Directory file from the *Education Unit Profile: Data Groups* page by clicking the **Directory** file name. Section 8.5 contains more information about accessing historical Directory information.

Figure 8-18: School Education Unit Profile Data Groups

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**School Education Unit Profile: Data Groups**

School Name: School Missing Data      File Name: Free and Reduced Price Lunch      File Spec #: 033  
School Year: 2008-2009

Name	ID	Table Type	Last Modified	Value
Free and Reduced Price Lunch Table	565	LUNCHFREED	11/25/2008 12:03:41 PM	<a href="#">See Data</a>

Return to Previous Page      Start a New Search

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Clicking the **See Data** hyperlink takes you to an alphabetical list of all the data category sets for the selected data group. Clicking on a file heading sorts the list of files by that characteristic.

The name of the selected data group is listed at the top of the display. Figure 8-19 shows the category sets for data group 565, Free and Reduced Price Lunch Table. To access data for a specific category set, click the **See Data** link to the right of the category set name.

Figure 8-19 School Education Unit Profile Data Categories

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**School Education Unit Profile: Free and Reduced Price Lunch Table**

School Name: School Missing Data      File Name: Free and Reduced Price Lunch      File Spec #: 033  
School Year: 2008-2009

CategorySet	Type	Value
Lunch Program Status	Detail	<a href="#">See Data</a>
Total for Free and Reduced Price Lunch Table	Total	<a href="#">See Data</a>

Return to Previous Page      Start a New Search

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After clicking the **See Data** hyperlink, data are displayed for each combination of permitted values in the selected category set. Figure 8-20 shows the data for Lunch Program Status category set. Data can be sorted by clicking on the column headings.

Figure 8-20: School Education Unit Profile Data

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**School Education Unit Profile: Category Set Data**

State: Euphoria  
State Agency Name: Euphoria Missing State Education Agency  
LEA Name: Missing LEA  
School Name: School Missing Data

School Year: 2008-2009  
State Agency Number: 02  
State LEA ID: 10  
State School ID: 100

FIPS State Code: 80  
NCES LEA ID: 8000010  
NCES School ID: 10001

Lunch Program Status	Student Count	Percentage
Missing	25	100.00%

Return to Previous Page Start a New Search

## 8.5 Accessing Historical Directory Information

You can access historical directory information to see previous information on selected directory data groups. For example, this feature will enable you to see when and how the Chief State School Officer or address of the SEA have changed, or the operational status, address, or NCES IDs have changed at the LEA or school level. To see directory information, click on the applicable **Directory** hyperlink for the educational unit level desired.

- *State Education Unit Profile: File Submissions* (Figure 8-21)
- *LEA Education Unit Profile: File Submissions*
- *School Education Unit Profile: File Submissions*

Section 8.2 provides information on accessing the *SEA level File Submission* page. Section 8.3 provides the same information for the *LEA level File Submission* page and Section 8.4 for the *school level File Submission* page.

Figure 8-21: State Education Unit Profile: File Submission

**State Education Unit Profile: File Submissions**

State Agency Name: Euphoria State Education Agency FIPS State Code: 80 State Agency Number: 01  
 School Year: 2008-2009

Effective Date: 11/25/2009

State Agency Phone Number: (555) 210-4958 Chief State School Officer  
 Website URL: www.doe.k12.eu.us Judith Hartmann  
 State Superintendent of Schools  
 (555) 496-1872  
 state.superintendent@doe.k12.eu.us

Mailing Address: Location Address:  
 PO Box 1650 1 Brahma Lane  
 Drawer 300 BLDG 300  
 Commons Station East Campus  
 Universal City, EU 99992-1650 Universal City, EU 99992-4030

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Name	File #	Collection Period	Last Submission Date
8th Grade Technology Literacy	117	End	6/3/2009 11:04:36 AM
Academic Achievement in Mathematics	075	End	6/11/2009 2:43:07 PM
Academic Achievement in Reading (Language Arts)	078	End	6/11/2009 2:45:06 PM
Academic Achievement in Science	079	End	6/9/2009 9:59:06 AM
Accountability	103	Closeout	
Assessment Participation	081	End	6/3/2009 10:42:08 AM
Children with Disabilities (IDEA) - Disciplinary Removals	088	End	7/1/2009 10:55:41 AM
Children with Disabilities (IDEA) - Early Childhood	089	Early	6/3/2009 10:51:08 AM
Children with Disabilities (IDEA) - Exiting Special Education	009	Closeout	
Children with Disabilities (IDEA) - School Age	002	Early	1/8/2009 12:14:38 PM
Children with Disabilities (IDEA) - Suspensions/Expulsions	006	End	11/25/2009 1:46:35 PM
Children with Disabilities (IDEA) - Total Disciplinary Removals	143	End	6/27/2009 9:12:12 AM
Children with Disabilities (IDEA) Academic Achievement	003	End	6/5/2009 2:18:06 PM
Children with Disabilities (IDEA) Alternate Assessment Caps	146	Closeout	6/4/2009 10:37:05 AM
Children with Disabilities (IDEA) Not Participating in Assessments	004	End	6/1/2010 11:19:13 AM
Children with Disabilities (IDEA) Participation in Assessments	093	End	11/30/2009 6:19:07 PM
Children with Disabilities (IDEA) Reasons for Unilateral Removal	007	End	6/22/2009 8:23:34 PM
Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting	005	End	6/29/2009 7:50:19 PM
CTE Concentrators - Graduates	083	Closeout	
CTE Concentrators Academic Achievement	142	End	6/11/2009 10:52:06 AM
CTE Concentrators Exiting	082	End	6/9/2009 10:10:09 AM
CTE Concentrators Non-Traditional	149	End	6/11/2009 2:42:08 PM
CTE Participants Non-Traditional	148	End	6/11/2009 4:17:14 PM

Clicking the **Directory** hyperlink takes you to an alphabetical list of all the data groups within the Directory. Clicking on a column heading sorts the list of data groups by that characteristic.

Figure 8-22: State Education Unit Profile: Directory Data Group

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State Education Unit Profile: Data Groups

State Agency Name: Euphoria State Education Agency File Name: Directory File Spec #: 029  
 School Year: 2008-2009

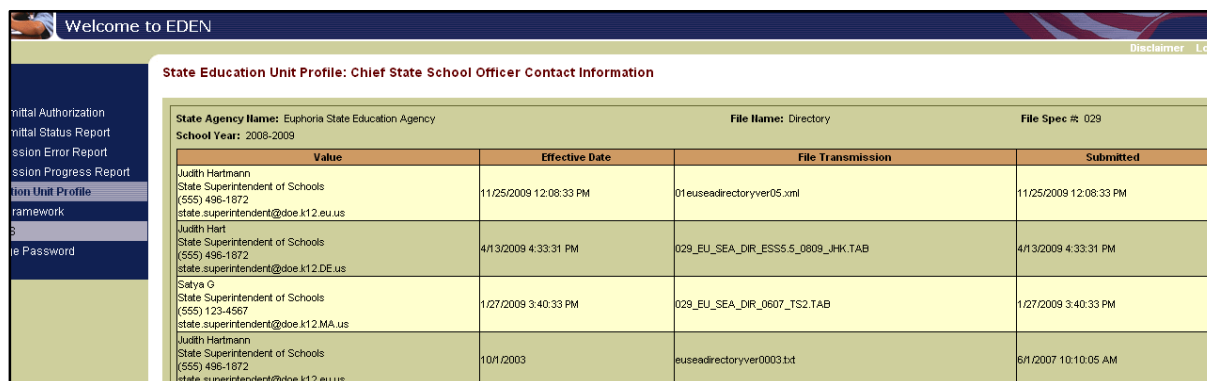
Name	ID	Last Modified	Value	History
Address Location	9	11/25/2009 12:08:33 PM	1 Brahma Lane BLDG 300 East Campus Universal City, EU 99992-4030	<a href="#">History</a>
Address Mailing	8	11/25/2009 12:08:33 PM	PO Box 1650 Drawer 300 Commons Station Universal City, EU 99992-1650	<a href="#">History</a>
Chief State School Officer Contact Information	458	11/25/2009 12:08:33 PM	Judith Hartmann State Superintendent of Schools (555) 496-1872 state.superintendent@doe.k12.eu.us	<a href="#">History</a>
Education Entity Name	7	11/25/2009 12:08:33 PM	Euphoria State Education Agency	<a href="#">History</a>
FIPS State Code	559	11/25/2009 12:08:33 PM	80	
State Agency Number	570	6/1/2007 10:10:05 AM	01	<a href="#">History</a>
Telephone - Education Entity	10	11/25/2009 12:08:33 PM	(555) 210-4958	<a href="#">History</a>
Web Site Address	11	11/25/2009 12:08:33 PM	www.doe.k12.eu.us	<a href="#">History</a>

Return to Previous Page Start a New Search

Figure 8-22 shows the data groups in the Directory at the SEA level. To access the history of any of the data groups, click the **History** link to the right of the data group name.

After you click the **History** link, your data are displayed. For example, Figure 8-23 shows data for the Chief State School Officer Contact Information for the state of Euphoria.

Figure 8-23: State Education Unit Profile: Chief State School Officer Contact Information



Value	Effective Date	File Transmission	Submitted
Judith Hartmann State Superintendent of Schools (555) 496-1872 state.superintendent@doe.k12.eu.us	11/25/2009 12:08:33 PM	01eusedirectoryver05.xml	11/25/2009 12:08:33 PM
Judith Hart State Superintendent of Schools (555) 496-1872 state.superintendent@doe.k12.DE.us	4/13/2009 4:33:31 PM	029_EU_SEA_DIR_ESS5.5_0809_IHK.TAB	4/13/2009 4:33:31 PM
Satya O State Superintendent of Schools (555) 123-4567 state.superintendent@doe.k12.MA.us	1/27/2009 3:40:33 PM	029_EU_SEA_DIR_0607_TS2.TAB	1/27/2009 3:40:33 PM
Judith Hartmann State Superintendent of Schools (555) 496-1872 state.superintendent@doe.k12.eu.us	10/1/2003	eusedirectoryver0003.txt	6/1/2007 10:10:05 AM

## 8.6 Accessing Charter Authorizer Data

With the addition of file 190, Charter Authorizer Directory, you may now access Charter Authorizer Data from the Education Unit Profile. However, the Charter Authorizer data is not available from the State Education Unit Profile: File **Submissions** screen as with all other files.

In order to access Charter Authorizer Directory data for your state, Mark **Display State Only** at the bottom of the main Education Unit Profile page, Select **School Year** from the drop down and click on **Go** button (Figure 8-24)

Figure 8-24: Education Unit Profile Main



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Select a School Year (required)

2013-2014

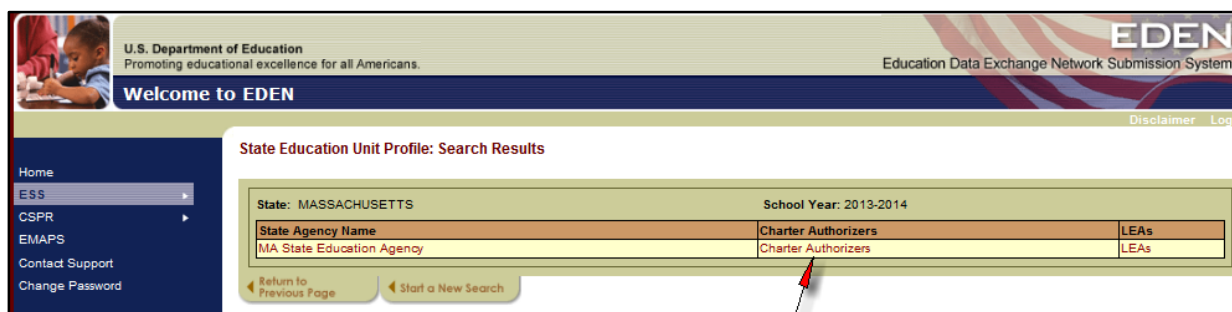
Select a Results List

☒ Display State Only ☐ Display Local Education Agencies ☐ Display Schools

GO

On the State Education Unit Profile: Search Results screen, click **Charter Authorizers** (Figure 8-25)

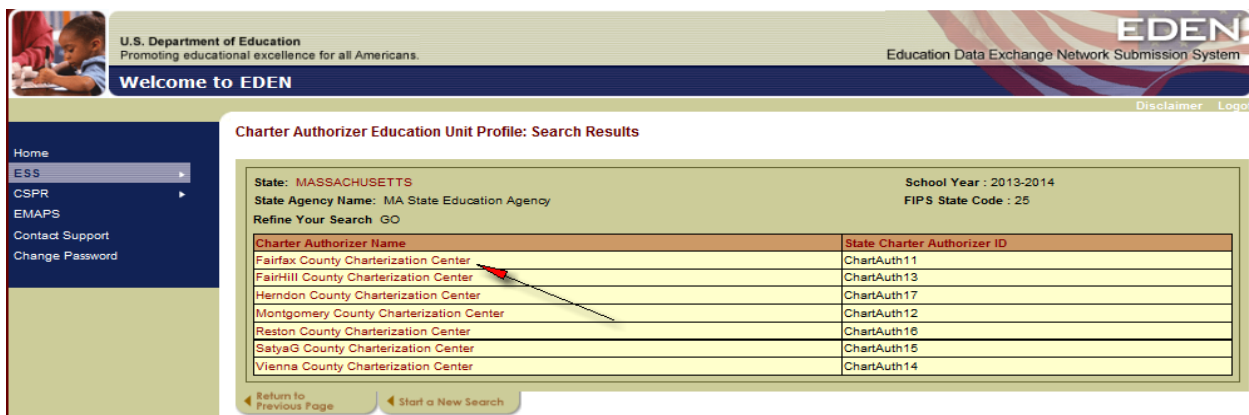
Figure 8-25: State Education Unit Profile: Charter Authorizers link



**Charter Authorizer Education Unit Profile: Search Results** screen (Figure 8-26) displays columns containing **Charter Authorizer Name** and **State Charter Authorizer ID**. Click on either column heading to sort the data.

To access an individual Charter Authorizer's data, click on the name of the Authorizer.

Figure 8-26 Charter Authorizer Education Unit Profile: Search Results



Data for the Authorizer chosen will display as seen in Figure 8-27. Each data group, will be displayed.



Figure 8-27: Charter Authorizer Education Unit Profile: Data Groups

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Charter Authorizer Education Unit Profile: Data Groups

Charter Authorizer Name: Fairfax County Charterization Center  
School Year: 2013-2014

File Name: File Spec #:

Name	ID	Last Modified	Value
Address - Location	805	9/30/2013 3:59:31 PM	Acentia 3131 Fairview Park Dr Suite 701 ESS SI and QATest team1 Falls Church City, VA 22041-1212
Address - Mailing	806	9/30/2013 3:59:31 PM	3130 Fairview Park Drive Suite 700 ESS Test team Falls Church, VA 22041-1234
Charter authorizer identifier (state)	808	9/30/2013 3:59:31 PM	ChartAuth11
Charter authorizer name	798	9/30/2013 3:59:31 PM	Fairfax County Charterization Center
Charter authorizer type	807	9/30/2013 3:59:31 PM	State department of education

Return to Previous Page Start a New Search

Click **Return to Previous Page** to return to the list of your state's Charter Authorizers (Figure 8-28).

Figure 8-28: Charter Authorizer Education Unit Profile: Data Groups: Return to Previous Page

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Charter Authorizer Education Unit Profile: Data Groups

Charter Authorizer Name: Fairfax County Charterization Center  
School Year: 2013-2014

File Name: File Spec #:

Name	ID	Last Modified	Value
Address - Location	805	9/30/2013 3:59:31 PM	Acentia 3131 Fairview Park Dr Suite 701 ESS SI and QATest team1 Falls Church City, VA 22041-1212
Address - Mailing	806	9/30/2013 3:59:31 PM	3130 Fairview Park Drive Suite 700 ESS Test team Falls Church, VA 22041-1234
Charter authorizer identifier (state)	808	9/30/2013 3:59:31 PM	ChartAuth11
Charter authorizer name	798	9/30/2013 3:59:31 PM	Fairfax County Charterization Center
Charter authorizer type	807	9/30/2013 3:59:31 PM	State department of education

Return to Previous Page Start a New Search

## 9 DATA FRAMEWORK

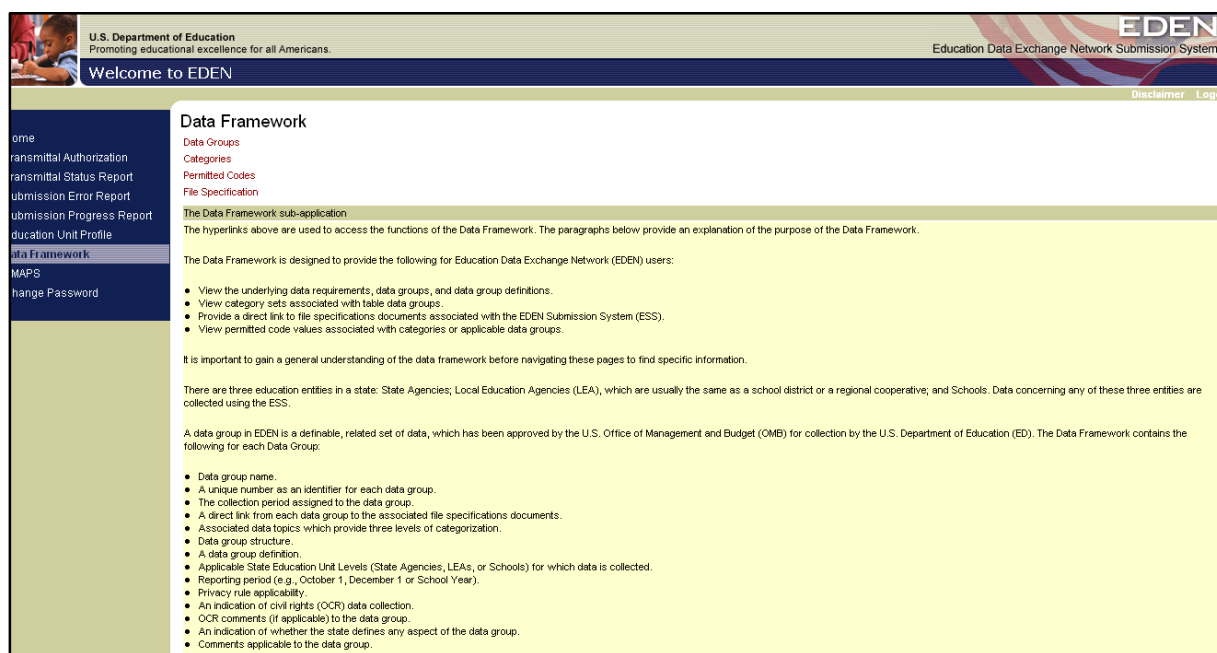
### 9.1 Purpose of Data Framework

The Data Framework sub-application provides the ability to view the underlying data requirements, data groups and definitions, category sets associated with table data groups, and permitted code values associated with categories or applicable data groups. This area also provides a direct link to online file specification documentation associated with the EDFacts Submission System (ESS).

### 9.2 Accessing the Data Framework

To invoke the Data Framework sub-application, click on the **Data Framework** left menu option. This will display the *Data Framework* page as shown in Figure 9-1. On the Data Framework page, you can select **Data Groups**, **Categories**, **Permitted Codes**, or **File Specification**.

Figure 9-1: Data Framework



### 9.3 Using the Data Framework Sub-application

This section provides instructional information pertaining to the Data Framework sub-application and specifically highlights the interrelationships between all areas within the data framework. The terms used in this section are the terms that are currently used in the application. The display will then show the associations list to allow you to view the following information.

### 9.3.1 Data Groups

A data group in EDFacts is a definable, related set of data, which has been approved by the U.S. Office of Management and Budget (OMB) for collection by the U.S. Department of Education (ED). Access the Data Groups by clicking on the **Data Groups** hyperlink; this will display the **Data Groups List** page (Figure 9-2). The system will take you to the upper section of the page to filter the data groups into more manageable sections. The following is a list of search options:

- ▶ **School Year:** You must select one school year.
- ▶ **Show Only:** Allows you to search by all school years or a specific School Year AND all file types or a specific file type.
- ▶ **Search:** Allows you to conduct a free form field search. Note: Partial searches are accepted. For example, if you enter “St”, you will be provided a list of all Data Groups with “st” in the name. There are two specific search options:
  - **Search by Name:** Allows you to search the data group name for specific text strings.
  - **Search by ID:** Using this option allows you to search for the unique identifier for each data elements.

After refining each of the first two required search criteria in the list above (**School Year** and **Show Only**), you may provide more specific selection criteria (**Search By Name** or **Search By ID**) to further narrow down your results. Click on the **GO** to view results once all search criteria are defined. If you need to change your selection criteria, click **Reset** to reset the search panel to all default values and you may customize your criteria again.

Figure 9-2: Data Group Search

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Data Group List

Data Framework > Data Group List

School Year: 2005-2006

Show Only: Collection Period(All)

Search by Name:

Search by ID:

Go Reset

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Data Group ID	Data Group Name	Data Group Structure	Collection Period	File Spec Number	File Specification
577	Students Eligible for School Choice Transfer	Table Type	End	010	Student Choice Provisions
596	Students Involved with Firearms Table	Table Type	End	086	Children Involved with Firearms
588	Students Tested in Mathematics Tables	Table Type	End	081	Student Tested/Not Tested
589	Students Tested in Reading (Language Arts) Tables	Table Type	End	081	Student Tested/Not Tested
590	Students Tested in Science Tables	Table Type	End	081	Student Tested/Not Tested
591	Students Tested in Writing Tables	Table Type	End	081	Student Tested/Not Tested
551	Supervisory Union Identification Number	Single Component	Early	029	Directory
575	Supplemental Services - Applied to Receive Services	Table Type	End	102	NCLB School Year End Status
578	Supplemental Services - Eligible to Receive Services	Table Type	End	102	NCLB School Year End Status
612	Supplemental Services - Offered	Table Type	End	102	NCLB School Year End Status
546	Supplemental Services - Received Services	Table Type	End	102	NCLB School Year End Status
545	Supplemental Services Provided Status	Permitted Codes	End	102	NCLB School Year End Status

Once **GO** is clicked, you are provided with a list of data groups that fit the selection criteria. From this screen (Figure 9-2), you can view the Data Group ID, Data Group Name, Data Group Structure, Collection Period (e.g., End, Early, Closeout) and File Specification Number. You can also link from each data element to the associated File Specification documentation.

Once you find the data group of interest, click the **Data Group Name** hyperlink for more information (Figure 9-3). The Data Group contains the following for each Data Group:

- ▶ **Data Group:** Data element name.
- ▶ **ID:** A unique number as an identifier for each data element.
- ▶ **School Year:** The school year of the collection that contains this data group.
- ▶ **Collection Period:** The collection period assigned to the data element (i.e., Beginning, End).
- ▶ **Data Group Structure:** Links to Permitted Codes, Table Types and Data Elements with Codes, Data Element Components, and Program Presence.
- ▶ **Definition:** A data element definition.
- ▶ **Education Unit Level:** Indicates education unit levels (SEAs, LEAs, or schools) for which data is collected.
- ▶ **Reporting Period:** The period for which the data element is reported. Data elements are usually reported for the entire school year (cumulative) or as a snapshot on or close to a specific data (i.e., November 1 or December 1).
- ▶ **Privacy Rule:** An indicator of whether Privacy Rule applies.
- ▶ **Civil Rights Data Collection:** An indicator of whether the data element applies to the Office of Civil Rights (OCR) data collection.
- ▶ **OCR Comment:** If applicable, comments pertaining to the Civil Rights Data Collection.
- ▶ **State Defined:** An indicator of whether the state defines any aspect of the data element.
- ▶ **Comment:** General comments applicable to the data element.
- ▶ **File Spec Number:** The number of the file specification that links to that data group.
- ▶ **Principal Office Steward:** Clicking on the **Principal Office Steward** hyperlink will show the Principal Office Steward responsible for the data element.

Figure 9-3: ESS Data Element Information

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Change Password

### Data Group Detail

[Data Framework](#) > [Data Group List](#) > [Data Group Detail](#)

**Data Group:** AMAO Making Progress Status for LEP Students  
**ID:** 569  
**School Year:** 2005-2006  
**Collection Period:** Closeout  
**Data Group Structure:** Permitted Codes  
 Table Types [Data Elements with Codes](#) Data Element Components Program Presence

**Definition:** An indication whether the State, district or school met the Annual Measurable Achievement Objective (AMAO) for making progress in learning English for limited English proficient (LEP) students under Title III of ESEA.

**Education Unit Level(s):** ☒ SEA ☒ LEA ☐ School

**Reporting Period:** School Year  
**Privacy Rule:** No  
**Civil Rights Data Collection:**  
**OCR Comment:**  
**State Defined:** Yes

**Comment:**  
**File Specification:** N103 - AYP Status  
 Principal Office Steward

### 9.3.2 Categories

Return to the main *Data Framework* page and click on the **Categories** hyperlink page to display the **Categories** page (Figure 9-4). The system will take you to the upper section of the page to filter the data groups into more manageable sections.

A Category characterizes a count, dollar value, rate, or program presence for the table entries of a Table or List EDFacts Data Element. A Category is a grouping that a SEA uses to aggregate data before the SEA sends the data to ED.

Below are some of the specific categories that are used for student data:

- ▶ Grade Level
- ▶ Gender
- ▶ Age
- ▶ Migrant Status
- ▶ Homeless Status
- ▶ English Proficiency Level

Below are some of the specific categories that are used for staff and teacher data:

- ▶ Qualification Status (Teacher)
- ▶ Staff Category
- ▶ Certification Status

Categories have been defined for other groupings such as programs, assessments, and incidents of discipline.

A Category Set is a group or combination of Categories that are used together. For example, the Student Membership Table data group has a category set consisting of the following three (3) categories: Grade Level (membership), Race/Ethnicity, and Gender. EDFacts does not accept separate transactions to report such a set of data for a specific education unit, but rather, receives the entire data group from the SEA. In other words, all the data for a complete Student Membership Table for one or more education units is transmitted in a single submission.

The following is a list of search options:

- **School Year:** You must select one school year.
- **Find Results:** Allows you to conduct a free form field search. Note: Partial searches are accepted. For example, if you enter “St”, you will be provided a list of all Categories with “ST” in the name.

After entering the selected search criteria, click on the **GO** button to view results.

**Figure 9-4: ESS Categories**

Welcome to EDEN

Categories

Data Framework > Categories

School Year: 2008-2009

Find Results: st Go Reset

Select a Category below to view associated Permitted Codes and Category Sets.

Category	Purpose	Abbreviation	Definition
Assessment Achievement Standard		AASTANDARD	The type of achievement standards to which the cap applies.
Assessment Administered		ASSESSADMIN	The types of assessments administered to children with disabilities.
Certification Status		CERTSTATUS	An indication of whether an educator holds the certification or licensure required by his or her assignment.
Cohort Status		COHSTATUS	Whether or not a student in a cohort graduated with a regular high school diploma within the allowable time.
Disability Status	Only	DISABSTATUS	An indication that children (students) are Children with Disabilities (IDEA).
Disability Status	IDEA	DISABSTATIDEA	An indication of whether children (students) are Children with Disabilities (IDEA). Code set based on the Individuals with Disabilities Act (IDEA).
Economically Disadvantaged Status		ECODIS	An indication of whether students meet the state criteria for classification as economically disadvantaged.
First Assessment		FIRSTASSESS	An indicator of students taking an assessment for the first time.
Full Academic Year Status		FYRSTATUS	An indication of whether students were in membership in the education unit for a full academic year, according to state definition.
Homeless Served Status		HOMELESSRV	An indication whether the homeless children and youth were served by McKinney-Vento in the state.
Homeless Status	Only	HOMELESS	Identification of students as homeless regardless of whether the students are receiving services under McKinney-Vento.
Homeless Unaccompanied Youth Status		HOMELESSUNAC	An indication of whether the homeless youths were unaccompanied by a parents, legal guardians or other adults.
LEP Status	Only	LEPONLY	An indication that students are limited English proficient.
LEP Status	Both	LEPBOTH	An indication of whether students are limited English proficient.
Lunch Program Status		LUNCHPROG	An indication of student's qualification for free or reduced price lunch.
Migrant Status		MIGRNTSTATUS	An indication of whether students are eligible migrant children.
Mobility Status	Qualifying Moves	MOBLSTATUSMNT	An indication of the month of the last qualifying move of migrant students.
Mobility Status	Regular School Year	MOBLSTATUSSY	An indication of whether the last qualifying move of migrant students was during a regular school year.
Participation Status		PARTSTATUS	The status of students with respect to participation in assessments.
Pre-Post-Test Indicator		PREPOSTEST	An indication of whether a student took both a pre-test and a post-test to measure academic improvement.
Pretest Results		PRETESTRESULT	The results of a pretest in academic subjects.
Proficiency Status		PROFSTATUS	An indication of whether the student's score was proficient.
Qualification Status	Paraprofessionals	QUALSTATPARA	An indication of whether paraprofessionals are classified as qualified for their assignment according to state definition.

Once **GO** is clicked, you are provided a list of categories that fit the selection criteria. From this screen (Figure 9-4), you can view the Category, Purpose, Abbreviation, and Definition.

Once you find the data group of interest, click the name of a **Category** hyperlink from the Data Framework page for more information (Figure 9-4). You will then be taken to a

screen that will provide Category Details (Figure 9-5). You can view the Permitted Code Value, Code Abbreviation, and Definition.

Figure 9-5: ESS Category Details

**Category Detail**

Data Framework > Categories > Category Detail

**Category:** Disability Status

**Purpose:** IDEA

**Abbreviation:** DISABSTATIDEA

**Comments:**

**Definition:** An indication of whether children (students) are Children with Disabilities (IDEA). . Code set based on the Individuals with Disabilities Act (IDEA).

**School Year:** 2008-2009

**Permitted Codes Associated:**

Permitted Code Value	Code Abbreviation	Definition
Children with one or more disabilities (IDEA)	WDIS	Children with disabilities (IDEA)
Children without disabilities	WODIS	Children without disabilities
Missing	MISSING	Missing

**Category Sets Associated:**

Data Group	Table Type	Category Set
Educational services during expulsion table	Educational Services Table	Disability Status (IDEA), Educational Services (Educational Services)
Graduates/Completers Tables	Graduates/Completers Tables	Diploma/Credential, Disability Status (IDEA), Sex (Membership)

**Program Presence Type Data Groups Associated:**

None

At the bottom portion of the screen, hyperlinks are provided under **Category Sets Associated** to other data groups that use this category.

### 9.3.3 Permitted Codes and Associations

Return to the main Data Framework page and click on the **Permitted Codes** hyperlink to display the **Permitted Codes** page (Figure 9-6). The system will take you to the upper section of the page to filter the data groups into more manageable sections. The following is a list of search options:

Permitted Code, also referred to as Permitted Value, is a possible value that can be reported for certain data associated with a Data Element. For Count Types, a Category will have Permitted Codes. Example: Gender has Permitted Codes of Male and Female.

- ▶ **School Year:** You must select one school year.
- ▶ **Find Results:** Allows you to conduct a free form field search. Note: Partial searches are accepted. For example, if you enter “St”, you will be provided a list of all Permitted Codes with “st” in the name.

After entering the selected search criteria, click on the **GO** button to view results.

Figure 9-6: Permitted Value Codes

**Permitted Codes and Associations List**

Data Framework > Permitted Codes and Associations List

School Year:  Go Reset

Find Results:

Selecting a Permitted Code from the list below will display associated Data Groups and/or Categories in the menus below for this code.

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Permitted Code Value	Code Abbreviation	Definition
<= 10 Days	LTOREQ10	<= 10 Days
> 10 days	GREATER10	> 10 days
1 day or less	LTOREQ1	1 day or less
13 Postgraduate	13	13 Postgraduate
2 through 10 days	2TO10	2 through 10 days
21st Century Community Learning Centers	84.287	21st Century Community Learning Centers
3 through 5	3TO5	3 through 5
3 years through 5 (not K)	3TO5NOTK	3 years through 5 (not K)
3 years through 5 (not KG)	3TO5	3 years through 5 (not KG)
6 through 21	6TO21	6 through 21
Abkhazian	abk	Abkhazian
Absent during	ABSENT	Absent during
Achinese	ace	Achinese
Acoli	ach	Acoli
Adangme	ada	Adangme
Added	4	Added
Adult Correction	ADLTCORR	Adult Correction
Adult Education	AE	Adult Education
Adult Education State Grant Program	84.002	Adult Education State Grant Program
Advanced Certification or Advanced Credentialing	84.925	Advanced Certification or Advanced Credentialing
Advanced Placement Incentive Program Grants	84.330C	Advanced Placement Incentive Program Grants
Adyghe, Adygel	ady	Adyghe, Adygel
Azer	azr	Azer

Once you find the Permitted Code of interest, click on its name for more information (Figure 9-6). Scroll to the bottom of the screen to see the information associated with the Permitted Code. This information includes:

- ▶ Non-Table Type Data Elements Associated.
- ▶ Categories Associated.
- ▶ Program Presence Type Data Elements Associated.

This information will vary according to Permitted Code; Figure 9-7 shows the information displayed for the Permitted Code “Grade 1”.

Figure 9-7: Permitted Value Codes Associations

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Permitted Code Selected: Grade 1

**Non-Table Type Data Groups Associated:**

Grades Offered

**Categories Associated:**

Age/Grade

Grade Level

**Program Presence Type Data Elements Associated:**

### 9.3.4 File Specifications

This section provides online access to the most up-to-date file specifications for the



school year selected. To access this section of ESS, return to the main Data Framework page and click on the **File Specification** hyperlink to display the list of file specifications (Figure 9-8).

Figure 9-8: ESS File Specifications

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Disclaimer

File Specification List

Data Framework > File Specification List

School Year: 2008-2009

Show Only: File Specification Types(All)

Search: Go Reset

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File Specification Name	File ID	Last Updated Date	File Specification Type	School Year
8th Grade Technology Literacy	N117	05/28/2009	Non-XML	2008-2009
Academic Achievement in Mathematics	N075	11/18/2009	Non-XML	2008-2009
Academic Achievement in Reading (Language Arts)	N078	11/18/2009	Non-XML	2008-2009
Academic Achievement in Science	N079	11/18/2009	Non-XML	2008-2009
Accountability	N103	08/17/2009	Non-XML	2008-2009
AMO Mathematics Status	N109	08/17/2009	Non-XML	2008-2009
AMO Reading/Language Arts Status	N111	08/17/2009	Non-XML	2008-2009
Assessment Participation	N081	08/17/2009	Non-XML	2008-2009
CCD School	N129	04/17/2009	Non-XML	2008-2009
Children with Disabilities (IDEA) - Disciplinary Removals	N088	05/28/2009	Non-XML	2008-2009
Children with Disabilities (IDEA) - Early Childhood	N089	11/19/2008	Non-XML	2008-2009
Children with Disabilities (IDEA) - Exiting Special Education	N009	08/17/2009	Non-XML	2008-2009
Children with Disabilities (IDEA) - School Age	N002	11/19/2008	Non-XML	2008-2009
Children with Disabilities (IDEA) - Suspensions/Expulsions	N006	05/28/2009	Non-XML	2008-2009
Children with Disabilities (IDEA) - Total Disciplinary Removals	N143	05/28/2009	Non-XML	2008-2009
Children with Disabilities (IDEA) Academic Achievement	N003	08/17/2009	Non-XML	2008-2009
Children with Disabilities (IDEA) Alternate Assessment Caps	N146	05/28/2009	Non-XML	2008-2009
Children with Disabilities (IDEA) Not Participating in Assessments	N004	08/17/2009	Non-XML	2008-2009
Children with Disabilities (IDEA) Participation in Assessments	N093	08/17/2009	Non-XML	2008-2009
Children with Disabilities (IDEA) Reasons for Unilateral Removal	N007	08/17/2009	Non-XML	2008-2009
Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting	N005	08/17/2009	Non-XML	2008-2009

Clicking on the name of a file specification will display the *File Specification Document Links* page (Figure 9-9), which contains a link to the most current version of the file specification for that year. To view the specification, click on the **Current Version** link at the bottom of the page. This will open the file specification in a pop-up window.

Figure 9-9: File Specification Document Links

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File Specification Document Links

Data Framework > File Specification List > File Specification Document Links

Name: Dropouts

ID: N032

File Specification: Non-XML

School Year: 2008-2009

**Current Version**

## 10 CHANGING PASSWORDS

### 10.1 How to Change Passwords

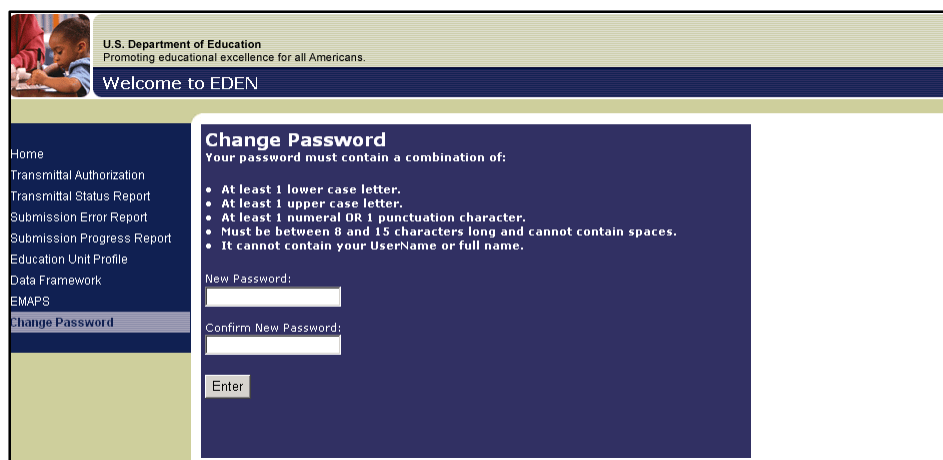
**Note:** Department of Education users will use their network password, and contact EDUCATE in order to have their password reset.

For security reasons, state users are encouraged to change their password as soon as possible after they receive their initial password assignment from ED. Please note that users must have their password for 24 hours before it can be changed.

To Change a password:

1. Click on **Change Password** on the navigation bar. This will display the Change Password screen (Figure 10-1).

**Figure 10-1: ESS Change Password Screen**



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Welcome to EDEN

Home  
Transmittal Authorization  
Transmittal Status Report  
Submission Error Report  
Submission Progress Report  
Education Unit Profile  
Data Framework  
EMAPS  
Change Password

### Change Password

Your password must contain a combination of:

- At least 1 lower case letter.
- At least 1 upper case letter.
- At least 1 numeral OR 1 punctuation character.
- Must be between 8 and 15 characters long and cannot contain spaces.
- It cannot contain your UserName or full name.

New Password:

Confirm New Password:

Enter

2. Type the new password in the **New Password** window. Then, re-type the new password in to **Confirm New Password** window.
3. Click on the **Enter** button to confirm.

The following are ED rules for passwords:

- ▶ Maximum password age is 90 days. Users will be prompted to change their password once it has expired.
- ▶ Minimum password age is 24 hours. This means that when you change your password, you must wait at least 24 hours before you can change it again.
- ▶ Password uniqueness - The system will remember the previous five passwords. This means that a user will not be able change their password and then automatically change back to the original password.
- ▶ Minimum password requirements – The password must be at least 8 characters, but not more than 15 characters. The password must not contain your user name or

any part of your full name. Passwords are also not allowed to include any spaces. The new password also must contain a mix of characters from the four types listed below. It must contain at least three of the types, but it can contain all four types.

- ▶ Passwords must contain characters from at least three of the following four types:
  - One or more English upper case letter (A through Z).
  - One or more English lower case letter (a through z).
  - One or more Arabic numerals (0 through 9).
  - One or more "special characters", such as (% @ # & \$ \*).
- ▶ Examples of Valid Passwords and why they are correct:
  - King1Queen (contains Uppercase, Lowercase, and Numeral).
  - King&Queen (contains Uppercase, Lowercase, and Non-alphanumeric).
  - MyDogSkip99 (contains Uppercase, Lowercase, and Numeral).
  - G0NEF1\$H1NG (contains Uppercase, Numeral, and Non-alphanumeric).
  - out2lunch% (contains Lowercase, Numeral, and Non-alphanumeric).
  - L84Work2 (contains Uppercase, Lowercase, and Numeral).



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